

Océ | User manual

Océ VarioPrint 2070 Prémia Class

Print, copy and scan jobs

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Notes for the reader

Introduction

This manual helps you to use the Océ VarioPrint 2070 Prémia Class. The manual contains a description of the Océ VarioPrint 2070 Prémia Class and guidelines to use and operate the Océ VarioPrint 2070 Prémia Class. There are also tips to increase your knowledge of the Océ VarioPrint 2070 Prémia Class and to help you manage the workflow even better.

Definition

Attention Getters

Parts of this manual require your special attention. These parts provide important, additional information or are about the prevention of damage to your properties.

Note, Attention and Caution

The words **Note**, **Attention** and **Caution** indicate these important parts.

- The word **Note** comes before additional information about the correct operation of the Océ VarioPrint 2070 Prémia Class or a tip.
- A part marked with **Attention** contains information used to prevent damage to items, for example the Océ VarioPrint 2070 Prémia Class, or a file.
- A part marked with **Caution** contains information to prevent personal injury. **Caution** is found only in manuals that describe physical products.

Safety information

You can find the safety information for this product in the **Instructions for safe use** and the **Safety Data Sheets**. The instructions for safe use and the Safety Data Sheets are included in the appendices of this manual.

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Chapter 1

Introduction

General Information

About the Job Manual

The Job Manual describes the tasks that the end user can perform using the Océ VarioPrint 2070 Prémia Class.

The user CD-rom, delivered with the Océ VarioPrint 2070 Prémia Class, provides you with the Job Manual in digital format. You can also find Quick Reference Cards on this CD-rom.

The end user can use an Océ application to control the jobs to, on and from the Océ VarioPrint 2070 Prémia Class. The On-line Help of these applications will inform you on how to control the jobs remotely.

The Océ website (www.oce.com) facilitates the free user's manual and driver downloads.

About Océ VarioPrint 2070 Prémia Class Users

Introduction

The Océ VarioPrint 2070 Prémia Class documentation addresses three types of users. Each user has defined tasks related to the Océ VarioPrint 2070 Prémia Class system.

This Job Manual describes the tasks of the end user *'About the Job Manual'* on page 10.

Types of users and their tasks

Types of users	Tasks
End user	<ul style="list-style-type: none"> ■ Print digital documents. ■ Copy paper documents. ■ Scan paper documents. ■ Control document flow. ■ Load paper in the trays. ■ Clear paper jams.
Key Operator	<ul style="list-style-type: none"> ■ Define access-security to machine and the machine's components. ■ Define default job settings. ■ Control paper trays. ■ Control output. ■ Control the print mode. ■ Obtain system information. ■ Set energy save timers. ■ Maintain the accounting system. ■ Maintain machine supplies. ■ Solve easy machine problems.
System Administrator	<ul style="list-style-type: none"> ■ Control the connection of the system to the network. ■ Configure the scan server. ■ Configure the print server. ■ Configure the web server. ■ Configure protocols. ■ Maintain and install the drivers.

About the Océ VarioPrint 2070 Prémia Class



Introduction

The Océ VarioPrint 2070 Prémia Class has been developed from a proven system to create, print, copy and scan high-quality jobs. The productivity and the print speed of the Océ VarioPrint 2070 Prémia Class benefit office and central reproduction departments.

The new technologies and features developed for this release provide an improved workflow to execute jobs, in combination with the Océ Intra Logic application. In addition, the Océ System configuration provides a new method for configuring and maintaining the system.

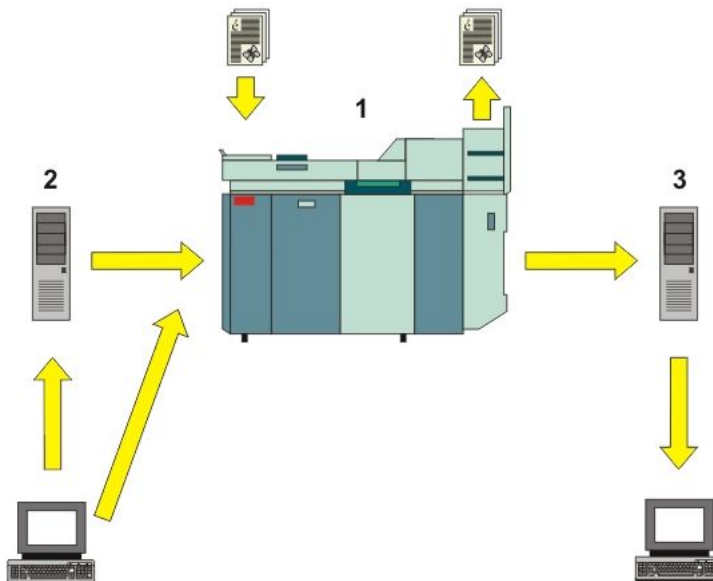
Features of the Océ VarioPrint 2070 Prémia Class

The Océ VarioPrint 2070 Prémia Class system combines previously tested technologies with new features.

Features
The Mailbox: for last-minute print job control.
The Smart mailbox: used to print jobs stored in remote mailboxes.
The Combine key  : used to copy or scan separate job parts.
The Interrupt key  : used to suspend a job, start a high-priority job and resume the suspended job.
Scan-to-email: used to scan a document and send it as an attachment to your e-mail address.
The Océ Finisher control technology: to direct the output of the copy and print jobs. The bin capacity has been increased.
The Océ Image Logic technology: used to detect and optimize light sections, lines and photos in the originals in order to get the best image quality possible.
The Paper Positioning Module: to increase the accuracy of the image position on the sheet.
The automatic 90° image-rotation technology: used to match the feed direction of the originals and the orientation of the paper in the paper trays.
Off-line stapling: to staple manually, during job processing.
A5/Us Std 5.5x8.5 copying: used to copy A5/Us Std 5.5x8.5 originals to A5/Us Std 5.5x8.5 paper.
Adobe® PostScript® 3™ and direct PDF printing.

Features
Improved network connectivity features: Apple Macintosh®, Microsoft Windows®, NetWare Novell® and UNIX environments.
Control the print and scan jobs by using the Océ Intra Logic application.
Display the Océ VarioPrint 2070 Prémia Class information by using the Océ Intra Logic application.
Control the jobs in a central reproduction environment by using Océ Job SubmitIT.
Integrated controller (DAC).
An up-to-date design and improved ergonomics.

Job processes on the Océ VarioPrint 2070 Prémia Class



Process	Description
1	Originals are inserted. Copies and prints are made.
2	Print job process.
3	Scan job process.

Applications

The Océ VarioPrint 2070 Prémia Class supports the following Océ applications for managing the document flow:

Applications	What can you do
Océ Intra Logic	Manage the print and scan jobs to, on and from your computer. Refer to www.oce.com for more information.
Océ Job SubmitIT	Manage the print jobs to and from a central printing department. Refer to www.oce.com for more information.
Océ PRISMA satellite for Office	Create a print job while the application selects the most appropriate printer for your job. All available printers are connected to each other to optimize the document flow. Scanning, faxing and archiving is organized from a central approach. Refer to www.oce.com for more information.

About the configuration of the Océ VarioPrint 2070 Prémia Class

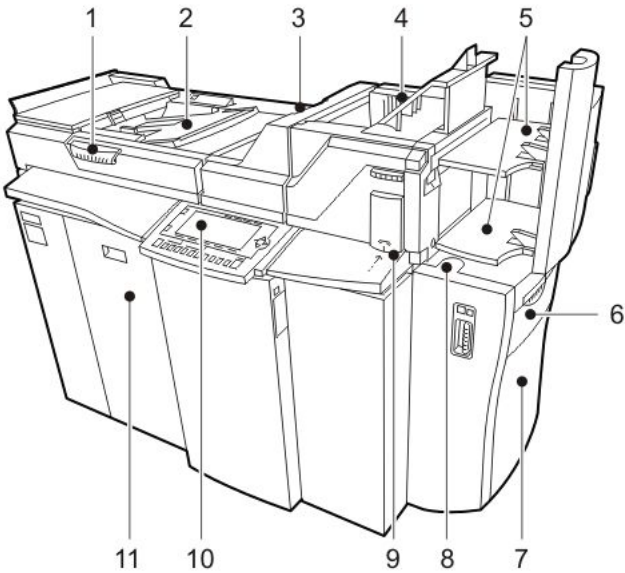
Introduction

The main components of the Océ VarioPrint 2070 Prémia Class are the following.

- 1. The operator panel.
- 2. The Océ VarioPrint 2070 Prémia Class machine.
- 3. The controller (DAC), extended with a Web server.

To finish the print and scan jobs, the system is connected to a print server, a scan server, and the workstations.

The Océ VarioPrint 2070 Prémia Class machine



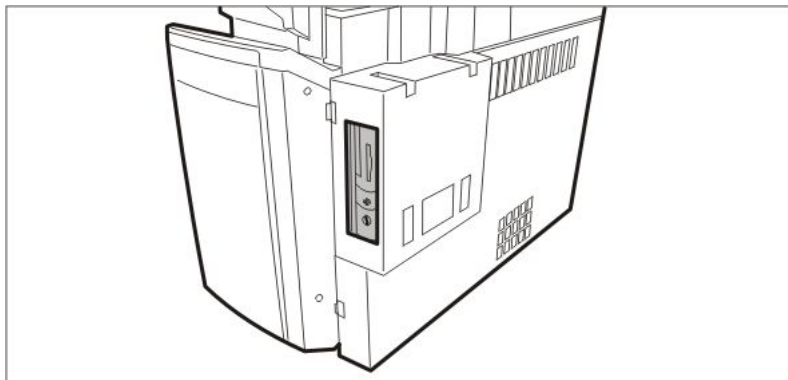
[2] The Parts of the Océ VarioPrint 2070 Prémia Class

Number	Part	Function
1	Access to platen	Equipment, to copy or scan the non-standard originals. One side of the original is scanned at a time.

Number	Part	Function
2	Automatic document feeder	Equipment, to copy or scan a set of one-sided or two-sided standard originals.
3	Original receiving bin	Equipment, to collect the originals, processed by the automatic document feeder.
4	Multi-size bin	Equipment, to collect the completed sets with a special paper size or paper weight. The sets cannot be stapled internally.
5	Finisher bins	Equipment, to collect the completed A4/Letter 8.5x11 sets with a standard paper weight. The sets can be stapled internally.
6	Special feeder	Equipment, to insert a sheet of special material to copy or print on.
7	Paper compartment	Equipment, to hold the paper stocks.
8	Error bin	Equipment, to collect the sheets that are processed incorrectly.
9	Off-line stapler	Equipment, to staple a set manually.
10	Operator panel	Equipment, to enter the settings.
11	Front door	Door to access the toner reservoir and the machine counter.

The integrated DAC

The DAC is built into the machine.



[3] The integrated DAC

The finisher

The finisher has two bins to collect the printed sets.




The output of the jobs are collected in one of the bins. The key operator defines the destination of the job output.

About the operator panel of the Océ VarioPrint 2070 Prémia Class

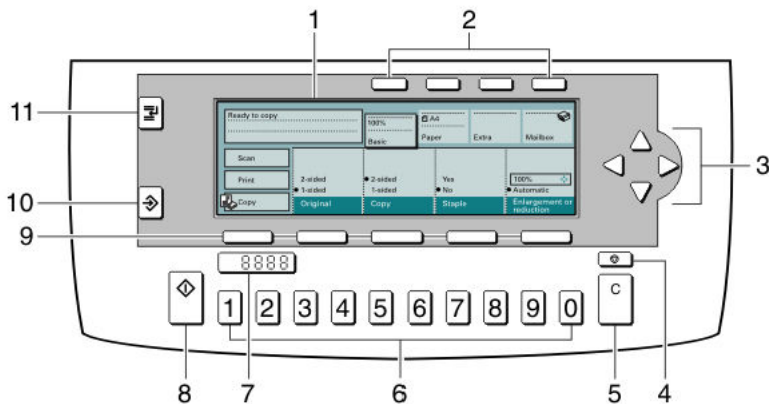
Introduction

The operator panel contains the display screen and the keys. The display screen shows the available settings, the feedback graphics and a message box.

The Océ VarioPrint 2070 Prémia Class has three main operating modes.

- Print 
- Copy 
- Scan 

The operator panel



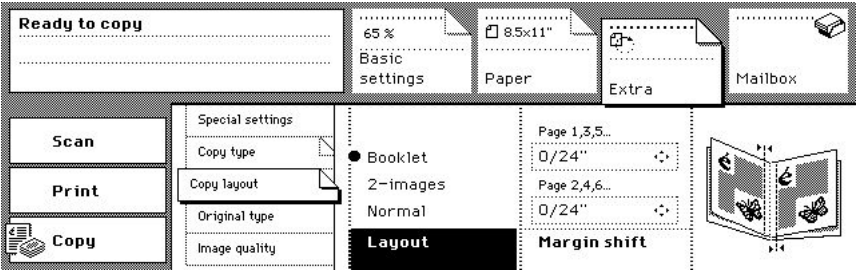
[4] The operator panel of the Océ VarioPrint 2070 Prémia Class

Number	Part	Description
1	Display screen	■ Screen, to show the settings and the messages.
2	Section keys	■ Keys, to select a collection of settings of the active operating mode (a section).

Number	Part	Description
3	Arrow keys ↕	Keys, to: <ul style="list-style-type: none"> ■ Change the value in small steps (arrow-up key ▲ and arrow-down key ▼). ■ Change the value to preset values (arrow-left key ◀ and arrow-right key ▶ key). ■ Select a value or a name from a displayed list.
4	Stop key ⏹	Key, to: <ul style="list-style-type: none"> ■ Stop the print process of a copy or print job. ■ Abort a copy or print job. ■ Delete scan jobs from the machine memory.
5	Correction key ⌫	Key, to: <ul style="list-style-type: none"> ■ Reset the settings to default. ■ Remove one or more job parts.
6	Numeric keys	Keys, to: <ul style="list-style-type: none"> ■ Enter the number of sets. ■ Enter a PIN. ■ Enter a PIN. ■ Enter scan job information
7	Prints / copies counter	<ul style="list-style-type: none"> ■ The number of prints or copies is displayed.
8	Start key ⏵	Key, to: <ul style="list-style-type: none"> ■ Start a job. ■ Confirm the changed settings.
9	Function keys	<ul style="list-style-type: none"> ■ The left function key selects the operating mode (Copy 📄, Print 🖨 or Scan 📷). ■ The second left function key selects a subset (a card) of settings. <p>If the section does not contain cards, this function key operates like the other function keys.</p> <ul style="list-style-type: none"> ■ The other function keys select the values of a function.
10	Combine key ⌘	<ul style="list-style-type: none"> ■ Key, to scan or copy the job parts.

Number	Part	Description
11	Interrupt key 	■ Key, to enter or to quit the Interrupt mode.

The display screen



[5] The display screen of the Océ VarioPrint 2070 Prémia Class

Number	Part	Function
1	Message box	Area, to display: <ul style="list-style-type: none">■ General job information.■ The activity state of the Océ VarioPrint 2070 Prémia Class.■ Error messages.
2	Section	■ A section represents a preset collection of settings of the active operating mode. The opened section is aligned lower than the other sections. The section box can contain icons to indicate some settings.
3	Operating mode	■ The active operating mode has an icon in the name box.
4	Card	■ A card represents a preset collection of settings of a section.
5	Function	■ A function represents a setting. The activated function-name box is black.
6	Function box	■ The function box contains the values of a function.

Number	Part	Function
7	Feedback box	■ The feedback box shows the result of the original and copy settings.

About the mailbox

Introduction

The mailbox is a storage area on the DAC created for users who send mailbox print jobs to the Océ VarioPrint 2070 Prémia Class.

The Océ Intra Logic application allows you to view and manage mailbox jobs from your computer.

Use the mailbox

The mailbox allows you to perform the following tasks:

Tasks
Adjust the settings for a print job, started with or without an Océ printer driver.
Enter the same settings for several jobs.
Print the job several times.
Make a test print to check the settings.
Manage the print jobs remotely through the Océ Intra Logic application.

Use the Smart mailbox

The Smart mailbox adds new functionality to the use of your mailbox. You can use the Smart mailbox function if you can print to more than one printer that belongs to the Océ VarioPrint® 2045-65, Océ VarioPrint® 2050-70, Océ 31x5E product range. Your mailbox jobs sent to other printers become your local mailbox jobs *‘Fetching Print Jobs from Other Printers (Smart mailbox)’ on page 61*.

Your mailbox jobs fetched from other printers behave like local mailbox jobs. You can change the settings.

Remember that the mailbox jobs fetched from other printers are deleted when you leave your mailbox.

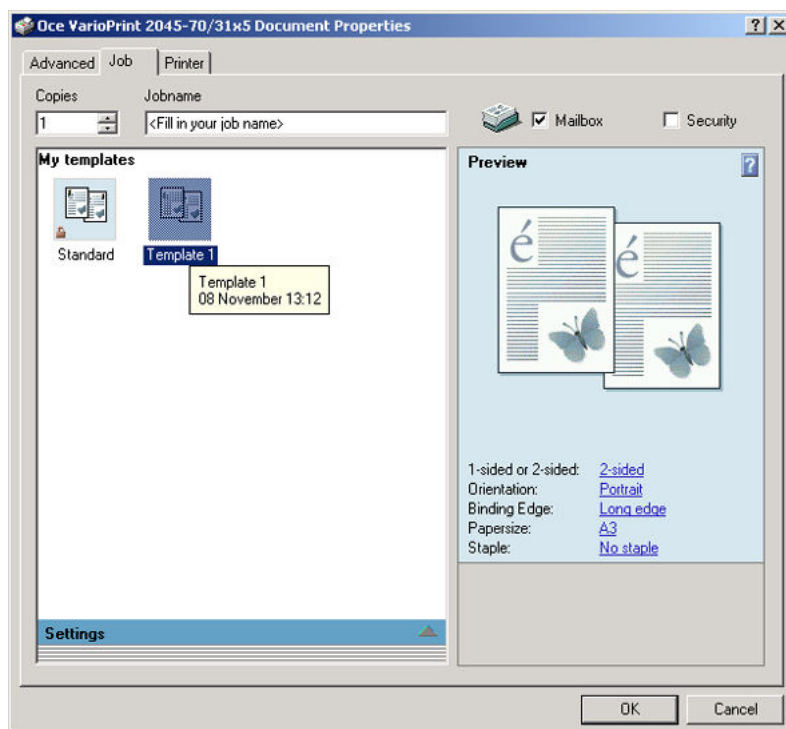
The Smart mailbox allows you to perform the following tasks:

Tasks
Fetch your mailbox jobs from other printers.
Select the mailbox job you want to print.

**Note:**


The secured print jobs will not be fetched and remain in the original destination.

Mailbox jobs



[6] Selecting Mailbox in the Printer Driver

A print job enters your mailbox for one of the following reasons:

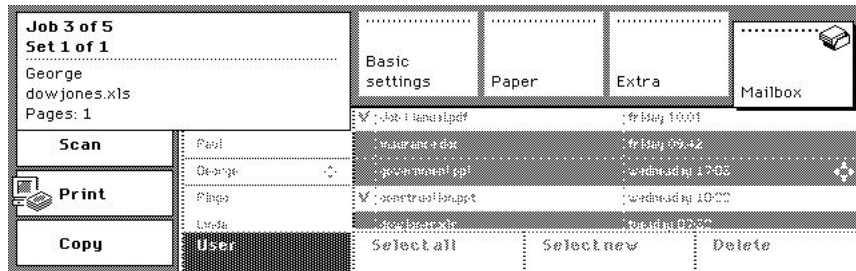
Reasons
You select 'Mailbox' in the Océ VarioPrint 2070 Prémia Class printer driver <i>'Starting a Mailbox Job'</i> on page 58.
You select 'Security' in the Océ VarioPrint 2070 Prémia Class printer driver <i>'Starting a Secured Print Job'</i> on page 59.
You select the Special feeder in the Océ VarioPrint 2070 Prémia Class printer driver.
You press the 'Retrieve jobs' key  and jobs sent to other printers become local mailbox jobs until you leave your mailbox <i>'Fetching Print Jobs from Other Printers (Smart mailbox)'</i> on page 61.

Reasons
You send a print job but you do not have the required authorization.
Someone cancels your automatic print job.
The Key operator converts all print jobs, to become mailbox print jobs.

About the activity states of the Océ VarioPrint 2070 Prémia Class



Introduction

The message box gives you the information about the current state of the Océ VarioPrint 2070 Prémia Class.



[7] The progress of a print job

Activity statuses of the machine

Activity status	Description
Machine is switched off	To switch the machine on, you must press the ON / OFF button on the machine. The machine needs 8 minutes to warm up.
Machine warms up	Once the machine has warmed up, you can define the settings for a job. The printing process of the print or copy job starts after the machine has warmed up.
Ready to start a job	The machine is ready to copy, ready to print or ready to scan.
Ready to copy or scan a next part	The machine is ready to copy or scan a next job part. The status is activated with the Combine key  .
Ready to start a job in the Interrupt mode	The machine is ready to copy, to print or to scan in the Interrupt mode. The status is activated with the Interrupt key  , during job processing. The suspended job continues after the switch from Interrupt mode.

Activity status	Description
Busy to fetch jobs from other printers	<p>The machine connects to other printers to perform the Smart mailbox function.</p> <p>The message box informs you about the progress of the process. When the timeout period expires and if no job information or jobs have been fetched, the activity status will return to Ready to start a job.</p>
Busy	<p>The machine is processing a job.</p> <ul style="list-style-type: none">■ Copy job. The first line indicates the number of completed sets. The second line indicates the number of originals to copy.■ Print job. The first line indicates the number of completed jobs. The second line indicates the number of completed sets. The third line indicates the name of the user. The fourth line indicates the name of the file. The fifth line indicates the number of pages in a set.■ Scan job. The first line indicates the number of originals.
Low power mode	<p>The machine has entered an energy save mode.</p> <p>To switch from the low power mode, you can press any key.</p>
Sleep mode	<p>The machine has entered an energy save mode.</p> <p>To switch from the sleep mode, you can press any key.</p> <p>The machine needs 8 minutes to switch from sleep mode.</p>
Error mode	<p>If an error occurred, you cannot use the machine.</p> <p>Follow the instructions in the message box.</p>

About stapling

Introduction

The Océ VarioPrint 2070 Prémia Class has two staplers.

- The internal stapler.
- The off-line stapler.

The internal stapler works under the following conditions:

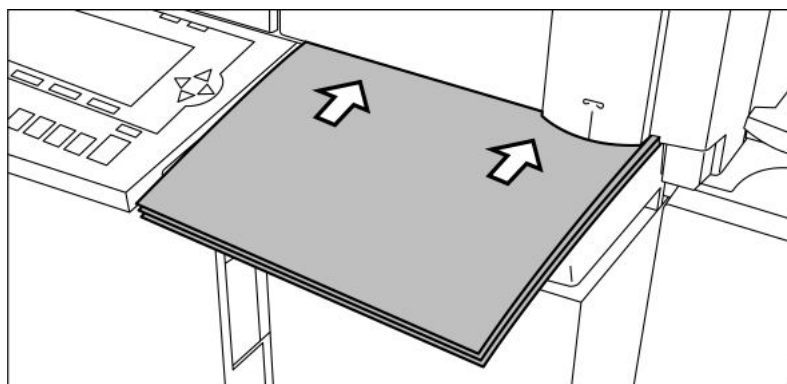
- The 'Staple' function is on 'Yes'; and
- The sets are printed on A4/Letter 8.5x11 paper; and
- The sets do not contain more than 50 sheets; and
- The sets are collected in the finisher.

If the multi-size bin is used, the Océ VarioPrint 2070 Prémia Class cannot staple the sets.

You can use the off-line stapler, to staple any set with a maximum of 50 sheets. The Océ VarioPrint 2070 Prémia Class can staple off-line, during job processing.

When you prepare a copy or scan job, you must remove the staples from the originals. You can use the staple remover to remove and store the staples safely.

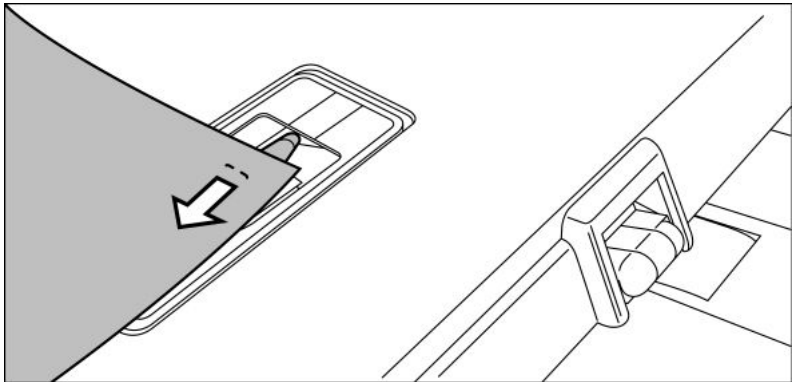
Staple the sets with the off-line stapler



[8] Staple off-line

Step	Action
1	Check to insure the set does not contain more than 50 sheets.
2	Slide the set into the staple slot and move the set to the left.
3	Remove the stapled set from the staple slot.

Remove the staples



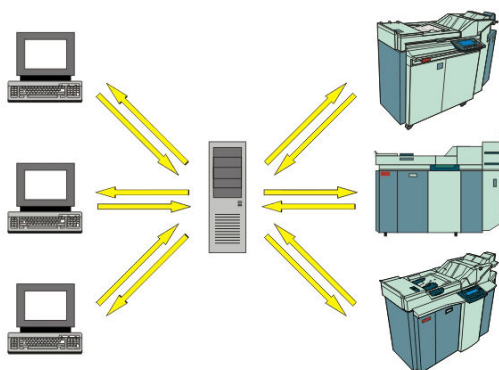
[9] Remove the staples

Step	Action
1	Hook the staple behind the pin of the staple remover on top of the platen cover.
2	Pull the set towards you. The staple is opened and falls into the collection area. Take care that you do not damage the paper.

About Océ Intra Logic

Introduction

The Océ Intra Logic application is a web based application that allows you to exchange information with the machines on the network.

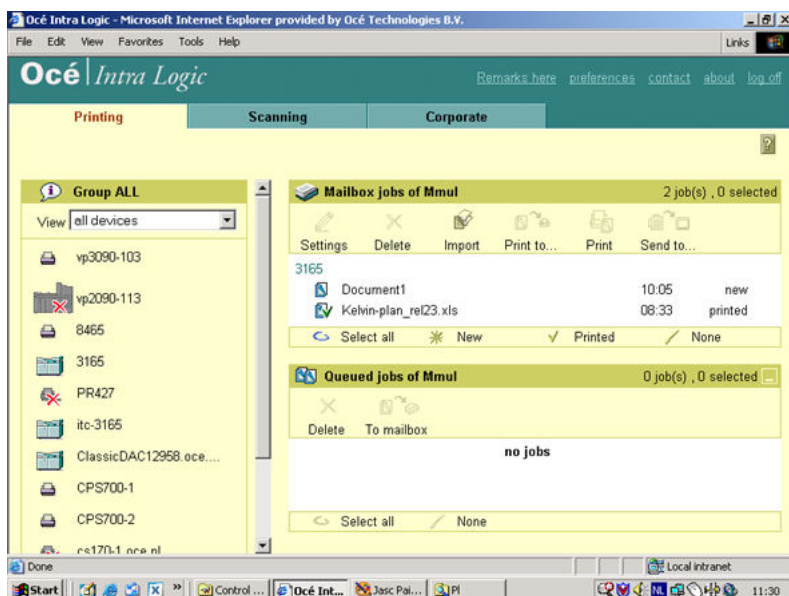


[10] Overview of the Océ Intra Logic application

The application provides the following easy-to-use functions that you can execute from your computer.

- Change the settings for a print job.
- Gather jobs during the day and print all the jobs in one session.
- Make a personal scan profile.
- Control your scan jobs.
- Monitor the machine status.
- Know which paper is loaded.

There are three tabs, the 'Printing' tab, the 'Scanning' tab and the 'Corporate' tab.

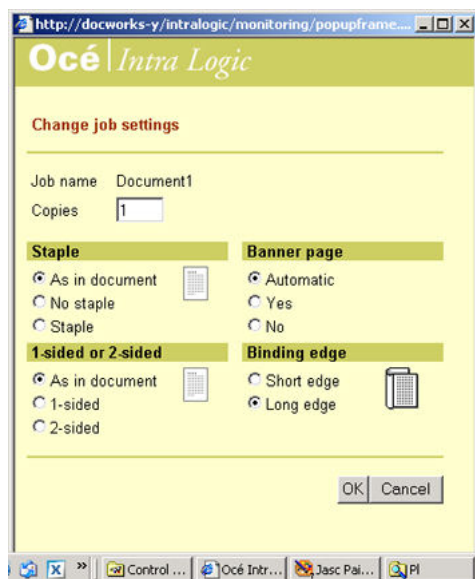


[11] The three tabs of Océ Intra Logic

The 'Printing' tab

The 'Printing' tab allows you to do the following tasks.

- Cancel your print jobs in the print queue.
- Change the settings of the print jobs that are in your mailbox.
- Print the print jobs that are in your mailbox.
- Import print files into your mailbox.



[12] Change the job settings in Océ Intra Logic

The 'Scanning' tab

Océ Intra Logic uses two sections to store the scan jobs, the 'Public scans' section and the 'Personal scans' section. To send a scan job to the 'Personal scans' section, you must use your personal scan profile.

The scan jobs that are in the 'Public scans' section can be viewed or copied to your 'Personal scans' section.

When the scan jobs are in the 'Personal scans' section, you can perform the following tasks:

- View your scan jobs.
- Save your scan jobs.
- Delete your scan jobs.
- Convert your scan jobs into another document type.
- Send your scan jobs.

The 'Corporate' tab

The 'Corporate' tab provides easy access to links and documents.

The 'Corporate' tab has two sections; links and documents.

The status and features of the machine

The Océ Intra Logic application can inform you about the status of the machines that you can use. To get information about the features of the selected machine, you can use the 'Features' function.

Get Started

Switch the Océ VarioPrint 2070 Prémia Class on or off

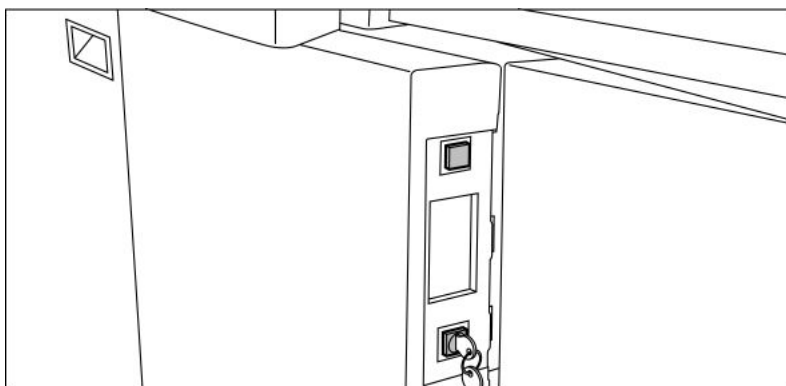
Introduction

Normally the Key Operator switches the Océ VarioPrint 2070 Prémia Class on or off .
You can switch the machine off and then back on to correct an error.

Before you begin

- The Océ VarioPrint 2070 Prémia Class can have a key switch to protect access. Make sure that the key is available before you switch the machine on or off.

Illustration



[13] The ON / OFF button

Switching the Océ VarioPrint 2070 Prémia Class on

1. Turn the key to the right, to the horizontal position, if a key is available.
2. Press the green ON / OFF button.
The color of the LED in the button lights up.
The system requires eight minutes to reach the operating temperature.
When the machine is ready, a message is displayed.

Switching the Océ VarioPrint 2070 Prémia Class off

1. Make sure that no print job is announced.
2. Turn the key to the left, to the vertical position, if a key is available.
3. Press the green ON / OFF button.
4. Remove the key, if applicable.

Access the Océ VarioPrint 2070 Prémia Class

Introduction

The Key Operator manages the Océ VarioPrint 2070 Prémia Class access security according to the requirements of your department. The Océ VarioPrint 2070 Prémia Class includes an accounts database to store the information about the users.

The Océ VarioPrint 2070 Prémia Class charges the job pages that you make to your user account.

You can meet the following methods of access control:

- A PIN is necessary for entering the machine.
Then, your assigned PIN is required for starting a copy, scan or mailbox job.
- A PIN is necessary for entering your mailbox.
Your assigned PIN is required for starting your mailbox jobs.
- There is a limit to the number of job pages that you are permitted to make.
If the number of job pages reaches the limit, a message is displayed and you cannot start more jobs.
- The Océ VarioPrint 2070 Prémia Class is connected to a copy control device so that you must enter coins or a credit card to start a job.



Note:

If a copy control device is active, you can sometimes use your PIN. The internal users can access the machine with their PIN and the external users must insert coins or a credit card.

Before you begin

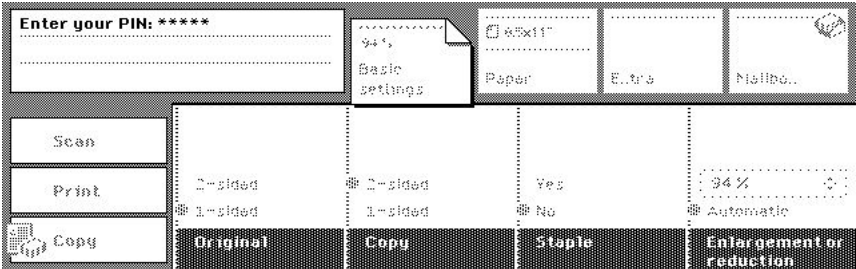
Ask the Key Operator about:

- The access control that is present on the system.
- Your PIN to access the machine.
- The number of job pages that you are permitted to make.

Using a machine protected with a PIN

1. Enter your PIN (5 digits) with the numeric keys.
If the PIN is correct, the display screen shows the default operating mode.

If a PIN is not required to access the machine, you may need your PIN to start your mailbox jobs.



[14] Enter a PIN

2. Start one or more jobs.
The job pages are charged to your user account.
3. Press the correction key **C** to return to the default settings.
4. Press the correction key **C** again to return to the start screen.

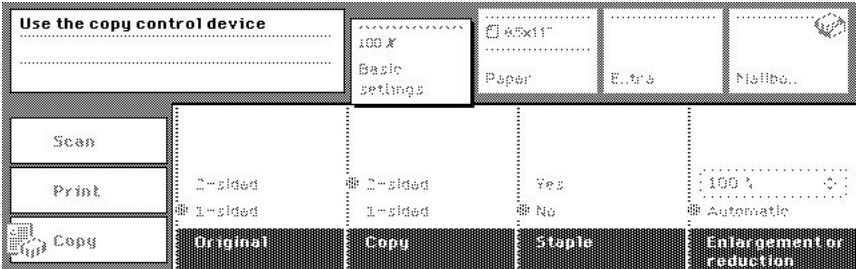


Note:

If you make an error when you enter the PIN, press the correction key **C** and enter the PIN again.

Using the machine connected to a copy control device

1. Insert the credit card or coins through the slot.



[15] Insert coins or a credit card

2. Start the copy, print or scan job.
3. If necessary, add credits to complete the job.
You must insert the set of originals in the original sequence into the automatic document feeder. The pages already processed will not be charged again.



Note:
Your job stops when no credits are added. The output of the part of the print and copy job already paid is sent to an output bin. The pages of the scan job already paid for are sent to the scan server.

Add credit Press Φ to continue		94%		8.5x11"	Extra	Mailbox
Basic settings		Paper				
Scan	2-sided	2-sided	Yes	34%		
Print	1-sided	1-sided	No	Automatic		
Copy	Original	Copy	Staple	Enlargement or reduction		

[16] Adding credits

- 4. Remove the credit card, if applicable.

Chapter 2

The Print Function

Print jobs in this manual

Introduction

The Print mode of the Océ VarioPrint 2070 Prévia Class provides a method for handling simple as well as complicated print jobs.

An Océ VarioPrint 2070 Prévia Class printer driver is required to apply the special print job features of the Océ VarioPrint 2070 Prévia Class.

There are Océ VarioPrint 2070 Prévia Class printer drivers for the Microsoft Windows® and Apple Mac® Operating systems.

The Océ VarioPrint 2070 Prévia Class supports the Adobe PostScript® 3™ and the PCL5 print language formats. A document in the Adobe Portable Document Format (PDF) format is directly accepted by the Océ VarioPrint 2070 Prévia Class.

The mailbox jobs are stored in your mailbox until you give the print command on the operator panel *'About the mailbox' on page 22*.

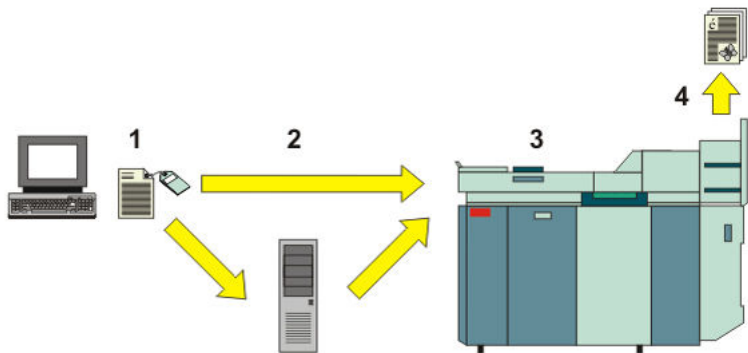
The Smart mailbox function allows you to see and print your mailbox jobs stored on other printers that belong to the Océ VarioPrint® 2045-65, Océ VarioPrint® 2050-70, Océ 31x5E product range.

You can run the Océ Intra Logic application to view and manage the mailbox jobs from your computer.

An automatic print job is printed when the machine is not processing a job.

You can use Océ Job SubmitIT to control the print jobs in a central reproduction department.

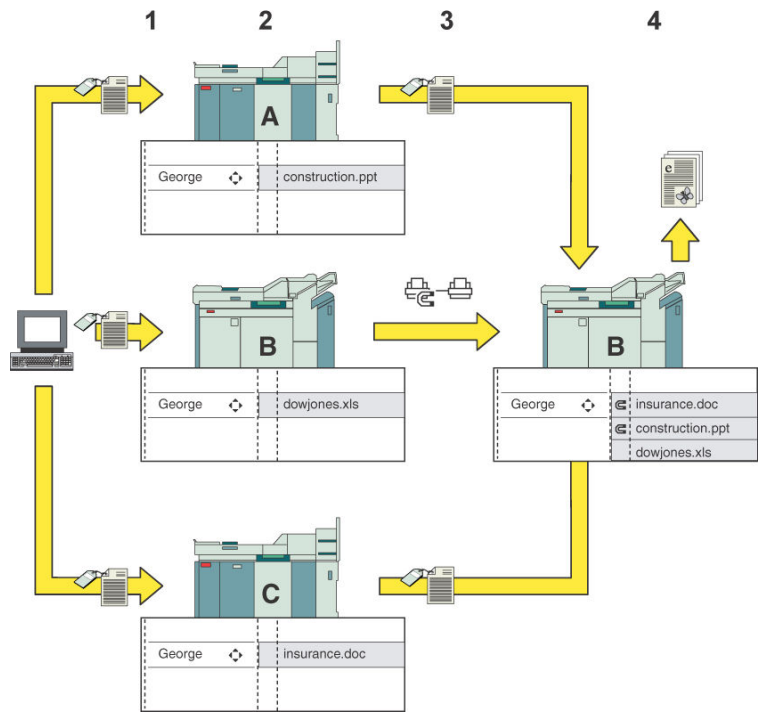
Printing with the Océ VarioPrint 2070 Prémia Class



[17] The print process on the Océ VarioPrint 2070 Prémia Class

Stage	Description
1	Both the Océ VarioPrint 2070 Prémia Class printer driver and the active application translate the document into a print language. The data is collected into a print file.
2	The print file is sent across the network to the Océ VarioPrint 2070 Prémia Class. The print file can be directly sent or sent through a print server to the DAC (controller).
3	The DAC sends the received documents to the Océ VarioPrint 2070 Prémia Class (automatic print job) or holds the documents in the mailbox until the user prints the job (mailbox job).
4	The automatic print job or the mailbox job is printed. The finisher collects the sets.

Printing with the Smart mailbox



[18] The Smart Mailbox Print Process

Stage	Description
1	George sends three jobs to three printers.
2	George walks to printer B and sees the contents of mailbox B.
3	George wants to see all the jobs he sent and presses the 'Retrieve jobs' key. The mailbox jobs from printers A and C are sent to printer B.
4	George selects the jobs to print.

Information about print jobs in this manual

Chapter	Information
About the Océ VarioPrint 2070 Prémia Class printer driver	<ul style="list-style-type: none"> ■ The types of the Océ VarioPrint 2070 Prémia Class printer drivers. ■ The user interface of the Océ VarioPrint 2070 Prémia Class printer driver.
Types of print job settings	<ul style="list-style-type: none"> ■ The available settings in the print mode.
Start the print job	<ul style="list-style-type: none"> ■ Create a template. ■ Start a print job that uses a template. ■ Start an automatic print job. ■ Start a mailbox job. ■ Start a secured print job.
Control the print jobs	<ul style="list-style-type: none"> ■ Fetch print jobs from other printers. ■ Control a mailbox job. ■ Print a secured print job. ■ Print on special material. ■ Give priority to your automatic print job. ■ Stop or correct a print job. ■ Interrupt a print job.

Information about central printing in this manual

Chapter	Information
Introduction	<ul style="list-style-type: none"> ■ About a central reproduction department. ■ About the print files. ■ About the Océ Job SubmitIT application.
Set the application defaults	<ul style="list-style-type: none"> ■ Maintain the list of printers. ■ Display the properties of the print files. ■ Create and use a template. ■ Create and use desktop shortcuts. ■ Use several printers at the same time.

Chapter	Information
Control the print files	<ul style="list-style-type: none">■ Retrieve the print files.■ Save the print files.■ Print a job.■ Change the job ticket.■ Assign a print job to a user.

About the Océ VarioPrint 2070 Prémia Class printer driver

Introduction

Océ provides several types of printer drivers, to address the Océ VarioPrint 2070 Prémia Class. Go to the download site of www.oce.com to get the correct printer driver and the Installation instructions.

Types of Océ VarioPrint 2070 Prémia Class printer drivers

The following types of Océ VarioPrint 2070 Prémia Class printer driver types are available for the Windows platform.

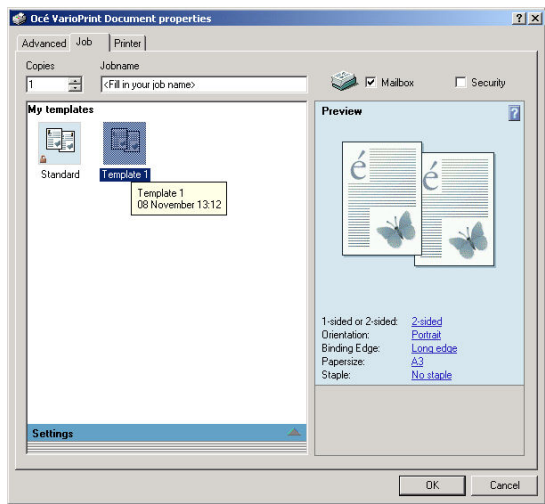
Océ VarioPrint 2070 Prémia Class printer driver types
The Océ VarioPrint 2070 Prémia Class PCL5e printer driver for the Windows® 2000, Windows XP, and Windows Server 2003 operating systems
The Océ VarioPrint 2070 Prémia Class Adobe® PostScript 3 printer driver for the Windows 2000, Windows XP, and Windows Server 2003 operating systems
The Océ VarioPrint 2070 Prémia Class Adobe® PostScript 3 printer driver for the Apple Mac OS X® (10.3 and higher) operating system



Note:

New Océ VarioPrint 2070 Prémia Class printer drivers may be released in the future.

Océ VarioPrint 2070 Prémia Class printer driver settings



[19] The Océ VarioPrint 2070 Prémia Class Windows printer driver

You can open the Océ VarioPrint 2070 Prémia Class printer driver from the application you use.

Océ VarioPrint 2070 Prémia Class printer driver	How to open
Windows operating systems	<ul style="list-style-type: none">■ From the 'File' menu of the application, click 'Print'.■ Select the Océ VarioPrint 2070 Prémia Class in the 'Printer' area of the 'Print' dialog box.■ Click 'Properties' in the 'Printer' box.
Apple Mac OS X operating system	<ul style="list-style-type: none">■ From the 'File' menu, click 'Print'.■ Select the Océ VarioPrint 2070 Prémia Class in the 'Printer' area of the 'Print' dialog box.

Print to file

Your company can have a policy to prevent direct printing to the Océ VarioPrint 2070 Prémia Class. In this instance you must select the 'Print to file' option in the printer driver. Your print files are sent to a pre-set directory on a central server. An operator in the central reproduction department can retrieve and print your documents. *About the Print Files* on page 80

Types of print job settings

Introduction

You can define the settings for the print job, in the Océ VarioPrint 2070 Prémia Class print command dialog box.

Some settings for the mailbox jobs can be reset on the operator panel of the Océ VarioPrint 2070 Prémia Class, before the job is printed.

Default settings in the Océ VarioPrint 2070 Prémia Class printer driver

The default settings in the Océ VarioPrint 2070 Prémia Class printer driver are defined by Océ or by your company. The available options depend on the type of Océ VarioPrint 2070 Prémia Class printer driver. Address the On-line help of the Océ VarioPrint 2070 Prémia Class printer driver for information about the options.

You can change the default settings, in the printer driver dialog boxes *'About the Océ VarioPrint 2070 Prémia Class printer driver'* on page 43.

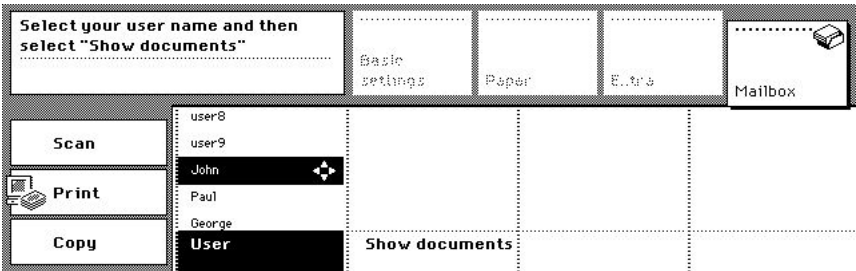
Default settings on the display screen

The default settings in the display screen of the Océ VarioPrint 2070 Prémia Class are defined by Océ or by the Key Operator.

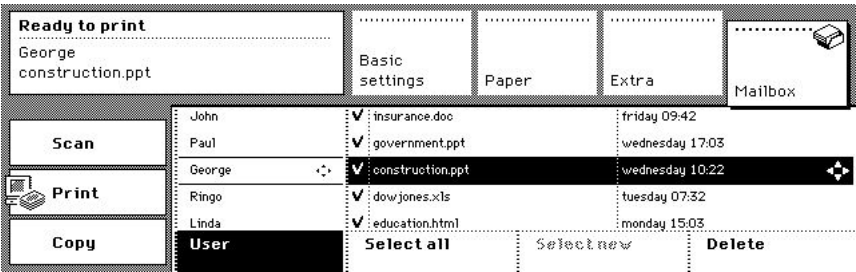
You can change some settings using the operator panel before the job is printed.

The settings with a computer symbol in the function refer to the 'As in document' selection in the Océ VarioPrint 2070 Prémia Class printer driver.

'Mailbox' Section



[20] Select the user

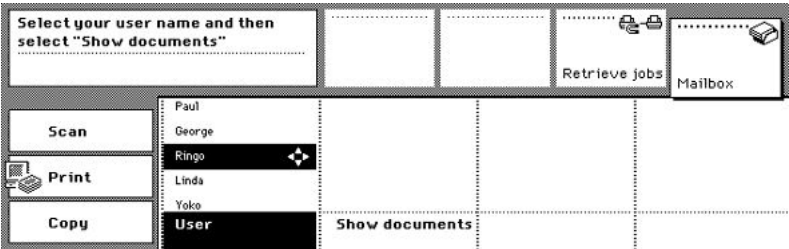


[21] Selecting the Document
'Mailbox' Section

Function	Description of the <i>'Controlling the Mailbox Jobs' on page 63</i> function
'User'	Press the function key and use the Arrow keys to select your mailbox.
'Show documents'	Press the function key to view the content of the selected mailbox.
'Select all'	Press the function key to select all available documents in the mailbox.
'Select new'	Press the function key to select the documents that have not yet been printed.
'Delete'	Press the function key to delete the selected documents from the mailbox.

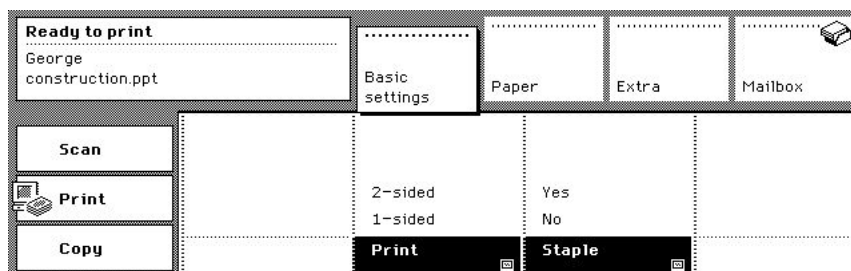
'Retrieve jobs' key

When you press the 'Retrieve jobs' key, all jobs that you had sent to any printer belonging to the Smart mailbox group are fetched *'Fetching Print Jobs from Other Printers (Smart mailbox)' on page 61*. You must enter an identification code to enable the Océ VarioPrint 2070 Prémia Class to access to the mailboxes of other printers. When the identification succeeds, the settings available for the local mailbox jobs are also applicable to the mailbox jobs coming from other printers *'Controlling the Mailbox Jobs' on page 63*.



[22] Pressing the Fetch Jobs Key

'Basic settings' Section

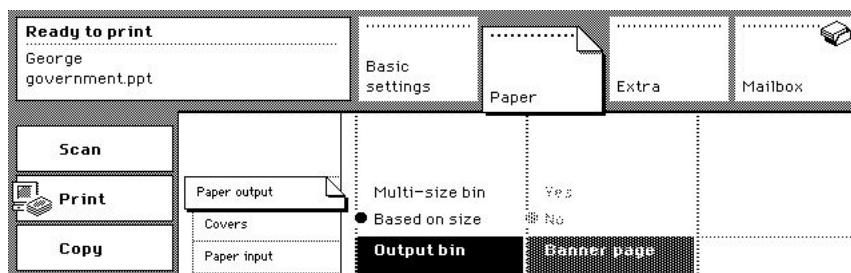


[23] 'Basic settings' Section

'Basic settings' Section

Function	Description of the function
'Print'	Definition of the printed sets: '1-sided' or '2-sided'. The 'Print' function can show a computer symbol. The symbol refers to the 'As in document' option in the Océ VarioPrint 2070 Prémia Class printer driver.
'Staple'	The internal stapler operates on special conditions <i>'About stapling' on page 27</i> . Use the off-line stapler for the other finished sets. The 'Staple' function can show a computer symbol. The symbol refers to the 'As in document' setting in the Océ VarioPrint 2070 Prémia Class printer driver.

'Paper' Section

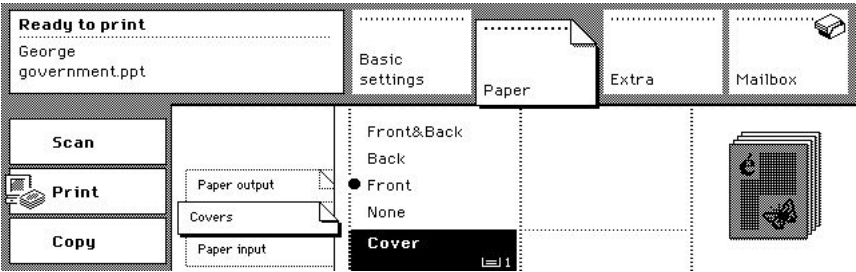


[24] 'Paper output' Card

'Paper output' Card

Function	Description of the function
'Output bin'	Indicates the output bin for the printed sets: 'Multi-size bin' or 'Based on size' <i>'Input Trays and Output Bins' on page 192</i> .

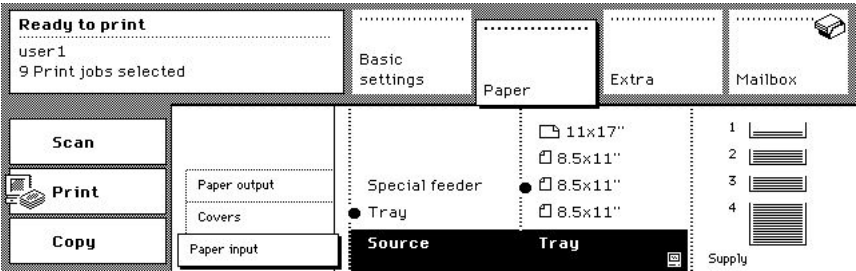
Function	Description of the function
'Banner page'	Definition of the banner pages for the printed sets. When you use 'Banner page', you can add an extra front sheet to the print job. The banner page gives information about the job.



[25] 'Covers' Card

'Covers' Card

Function	Description of the function
'Cover'	Definition of the covers for the printed sets. You can select a front or a rear cover for the printed sets. The 'Cover' function shows the paper tray that is used for the covers.



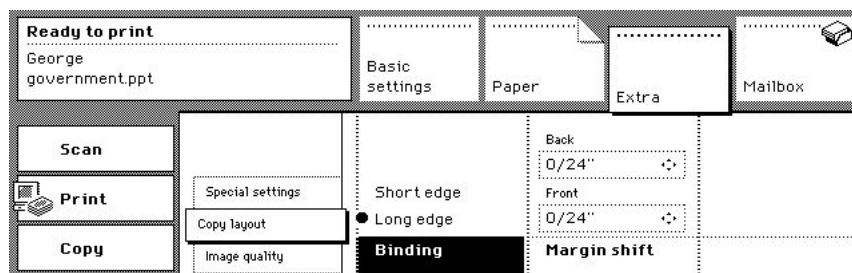
[26] 'Paper input' Card

'Paper input' Card

Function	Description of the function
'Source'	The paper tray that will be used is set through the Océ VarioPrint 2070 Prémia Class printer driver settings. The value changes to 'Tray' when you select a different size for the printed sets.

Function	Description of the function
'Size'	<p>The 'Special feeder' function allows you to use special material, such as an overhead sheet <i>'Input Trays and Output Bins'</i> on page 192. When you use the special feeder, you must select the paper size of the special material <i>'Add paper to the special tray'</i> on page 182. In addition to the standard sizes (A3/Tabloid 11x17, A4/Letter 8.5x11 and A5/Us Std 5.5x8.5), you can insert special paper sizes in the special feeder.</p> <p>The upper icon in the 'Size' function box provides several paper sizes to select from <i>'Print on special material'</i> on page 69.</p>
'Tray'	<p>The 'Tray' function can show a computer symbol. The symbol refers to the 'As in document' setting in the Océ VarioPrint 2070 Prémia Class printer driver.</p>

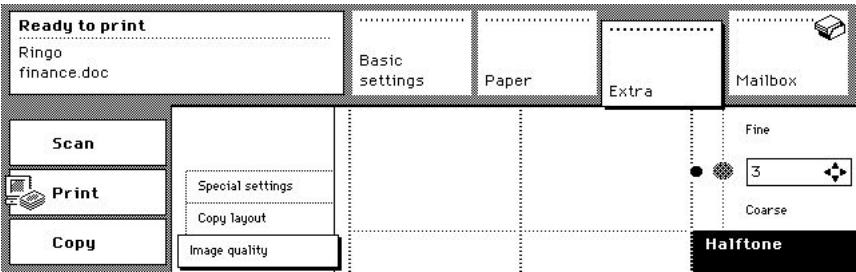
'Extra' section



[27] 'Copy layout' card

'Copy layout' card

Function	Description of the function
'Binding'	<p>Definition of the binding of the printed sets: 'Long edge' or 'Short edge'.</p>
'Margin shift'	<p>The 'Margin shift' function allows you to change the margin shift for the front and rear pages.</p> <p>Use the arrow keys ⇄ to define the margin shift from 1 inch down to - 1 inch.</p> <p>Check to see that the increased margins do not result in lost image information.</p>



[28] 'Image quality' card
'Image quality' card

Function	Description of the function
'Halftone'	The 'Halftone' setting allows you to adjust the tone of the gray areas in the image. Use the arrow keys ⇄ to move the halftone slide to 'Fine' or to 'Coarse' to change the tone of gray areas.



Note:
You can enter the key operator mode if you open the 'Special settings' card in the 'Extra' section. The key operator mode is protected and requires a password entry.

Common Print Jobs

Start the Print Job

Introduction

Start the job in the Océ VarioPrint 2070 Prémi  Class printer driver

You can perform the following main tasks in the Océ VarioPrint 2070 Prémi  Class printer drivers.

Task	Chapter
Create a template	<i>'Creating a Template (Windows Printer Driver)'</i> on page 52.
Starting a Print Job That Uses a Template	<i>'Starting a Print Job That Uses a Template'</i> on page 56.
Starting an Automatic Print Job	<i>'Start an automatic print job'</i> on page 57.
Starting a Mailbox Job	<i>'Starting a Mailbox Job'</i> on page 58.
Start a secured print job	<i>'Starting a Secured Print Job'</i> on page 59.

**Note:**

Read the on-line help of the Océ VarioPrint 2070 Prémi  Class printer driver for information on how to perform the other tasks with the Océ VarioPrint 2070 Prémi  Class printer drivers.

Creating a Template (Windows Printer Driver)

Introduction

To arrange different Océ VarioPrint 2070 Prémia Class printer driver settings, you can create a template. A template allows you to start a print job that uses a pre-set collection of settings *'Starting a Print Job That Uses a Template'* on page 56.

Before you begin

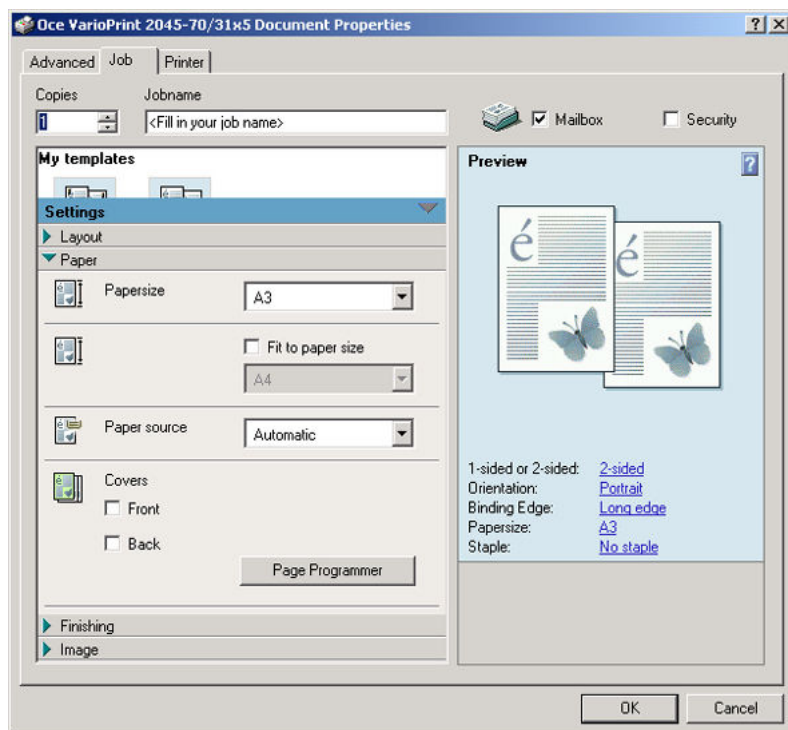
1. Click 'Print' from the 'File' menu of the application.
2. Select the Océ VarioPrint 2070 Prémia Class in the 'Printer' box of the 'Print' dialog box.
3. Click 'Properties' in the 'Printer' box.

How to create a template

1. Make sure that the 'Job' tab is selected.
2. Enter the settings you want to add to your template.

**Note:**

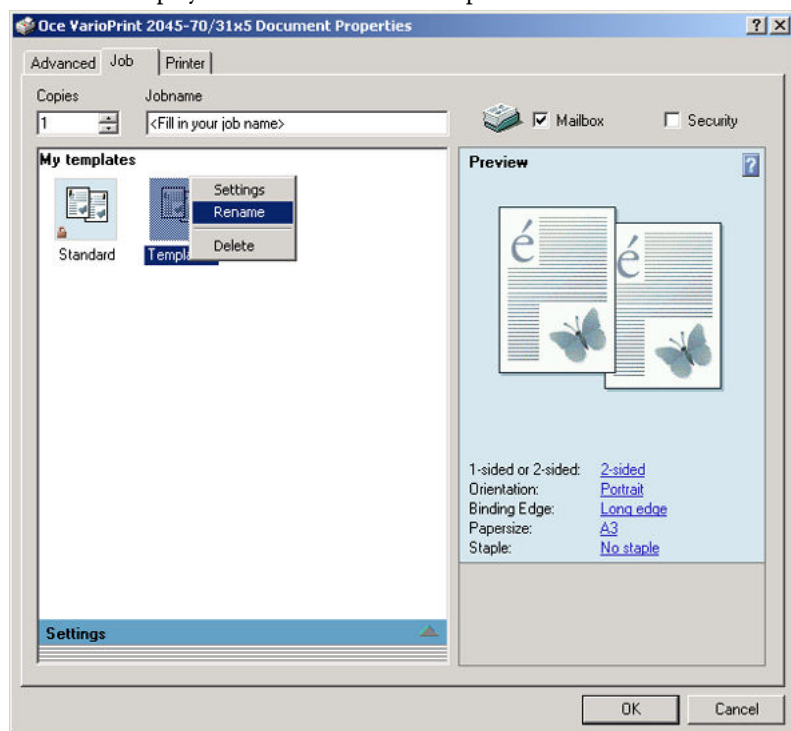
The 'Mailbox' and 'Security' settings are not included in the template.



[29] Entering the Settings for the Template

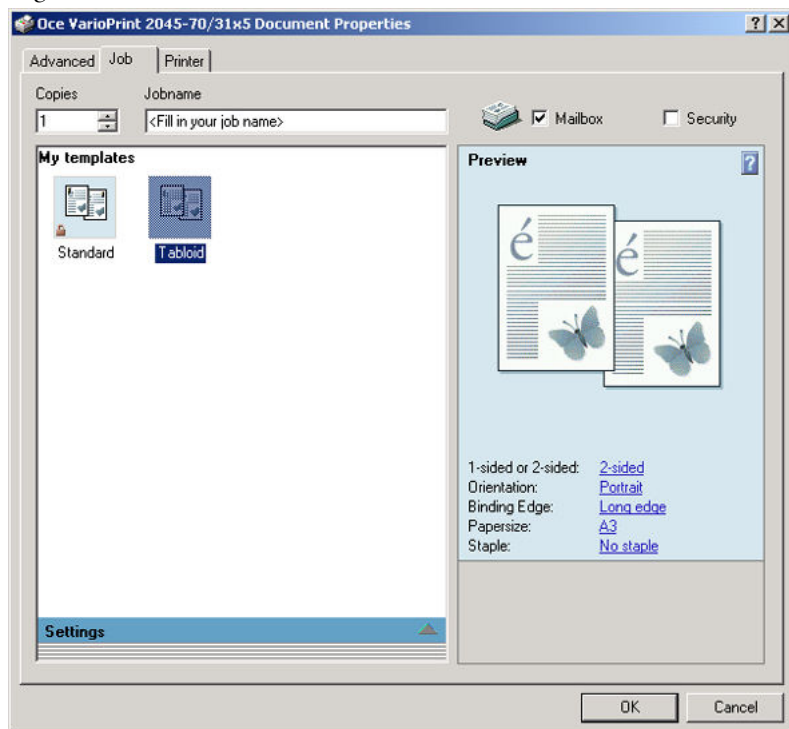
3. Click the 'Settings' bar to display the templates.

An icon is displayed to indicate a new template has been created.



[30] A New Template Has Been Created

4. Right-click the icon and rename the default name.



[31] The New Template

Starting a Print Job That Uses a Template

Introduction

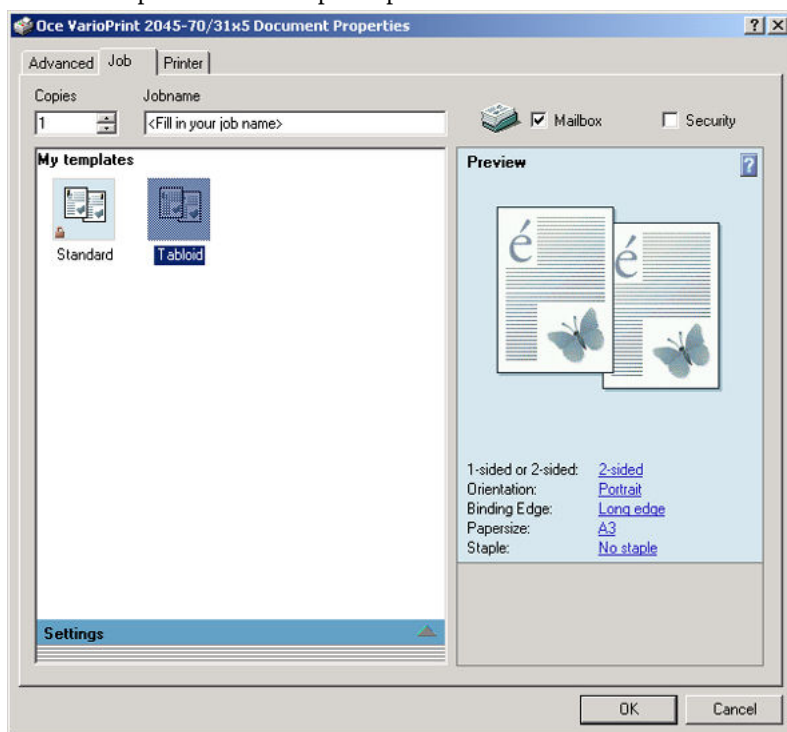
To start a print job that uses a template, you can select a listed profile or make a new template *'Creating a Template (Windows Printer Driver)'* on page 52.

Before you begin

1. Click 'Print' from the 'File' menu of the application.
2. Select the Océ VarioPrint 2070 Prémia Class in the 'Printer' box of the 'Print' dialog box.
3. Click 'Properties' in the 'Printer' box.

How to start a print job that uses a template

1. Make sure that the 'Job' tab is selected.
2. Select a template in the Templates pane.



[32] Selecting a Template

3. Click 'OK' to start the job with the template settings.

Start an automatic print job

Introduction

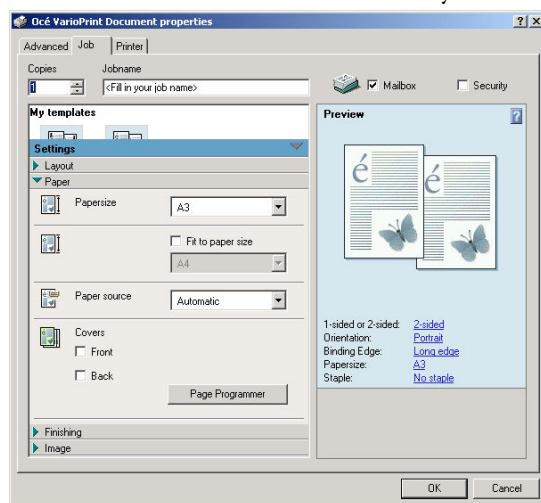
The automatic print job is printed when it reaches the top of the print queue. If necessary, ignore the print queue and give priority to your automatic print job *'Give priority to your automatic print job'* on page 71.

Before you begin

1. Click 'Print' from the 'File' menu of the application.
2. Select the Océ VarioPrint 2070 Prémia Class in the 'Printer' box of the 'Print' dialog box.
3. Click 'Properties' in the 'Printer' box.

How to start an automatic print job

1. Make sure that the 'Job' tab is selected.
2. Click to clear the 'Mailbox' and 'Security' check boxes.



[33] Starting an Automatic Print Job

3. Click 'OK'.
The job is added to the print queue.

Starting a Mailbox Job

Introduction

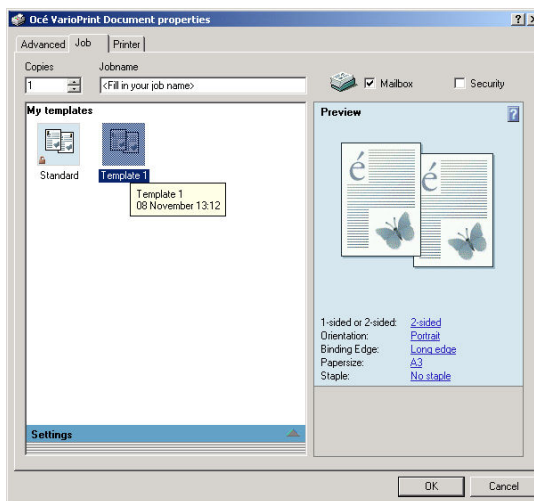
The mailbox allows you to control a job before the job is printed on the Océ VarioPrint 2070 Prémia Class *'About the mailbox' on page 22*. To print a mailbox job, start the job from the Océ VarioPrint 2070 Prémia Class print command window and continue the job on the operator panel of the Océ VarioPrint 2070 Prémia Class *'Controlling the Mailbox Jobs' on page 63*.

Before you begin

1. Click 'Print' from the 'File' menu of the application.
2. Select the Océ VarioPrint 2070 Prémia Class in the 'Printer' box of the 'Print' dialog box.
3. Click 'Properties' in the 'Printer' box.

How to send a document to your mailbox

1. Make sure that the 'Job' tab is selected.
2. Click the 'Mailbox' check box.



[34] Starting a Mailbox Job

3. Click 'OK'.
The print job is sent to your mailbox.

Starting a Secured Print Job

Introduction

To print a secured job, start the job from the Océ VarioPrint 2070 Prémia Class printer driver and continue the job on the operator panel of the Océ VarioPrint 2070 Prémia Class *'Print a secured job'* on page 67.

To print securely, you must attach a security code to your print job. The job will be sent to your mailbox.

Remember the following security guidelines when you print a secure job:

- Use at least 4 digits to define the security code in the printer driver.
- Complete the job on the Océ VarioPrint 2070 Prémia Class as soon as possible. Do not wait until the following day.
- Delete the job immediately after you have printed the job on the Océ VarioPrint 2070 Prémia Class.

You can use the same security code for your print jobs. To print the mailbox jobs at the same time, enter the security code once.

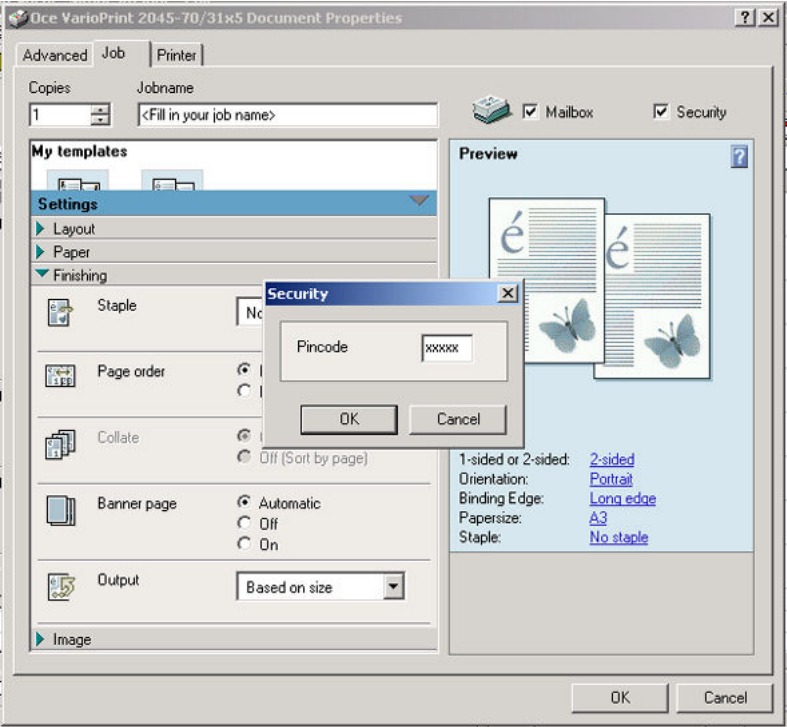
Before you begin

1. Click 'Print' from the 'File' menu of the application.
2. Select the Océ VarioPrint 2070 Prémia Class in the 'Printer' box of the 'Print' dialog box.
3. Click 'Properties' in the 'Printer' box.

How to start a secured print job

1. Make sure that the 'Job' tab is selected.
2. Click the 'Security' check box.
3. Enter a security code in the 'Security' dialog box.

To meet the security guidelines, use 4 - 6 digits.



[35] Entering the Security PIN

- 4. Click 'OK' to close the 'Security' dialog box.



Note:

Remember that you must enter the security code again on the display screen of the Océ VarioPrint 2070 Prémia Class to print the job.

- 5. Click 'OK'.
The print job is sent to your mailbox.

Control Print Jobs

Fetching Print Jobs from Other Printers (Smart mailbox)

Introduction


The Océ VarioPrint 2070 Prémia Class allows you to print mailbox jobs that you have sent to other printers that belong to the same printer family.

When you start the Smart mailbox function at the Océ VarioPrint 2070 Prémia Class, all jobs you submitted to any printer belonging to the Smart mailbox group are fetched. The System administrator configures the group of printers that are available for the Smart mailbox function.

To enable the Océ VarioPrint 2070 Prémia Class to fetch your jobs from other printers, you must identify yourself. There is a data service involved that stores the matching user name necessary to access your mailbox on the remote printers.

If your identification code is unknown, you will receive a message. In this case, call the Key Operator or System Administrator.

When the identification succeeds, the mailbox jobs, if available, are fetched and the jobs are displayed in the mailbox list.

Now the updated mailbox list includes in addition to the current documents the newly fetched documents, marked with a .

Your mailbox jobs fetched from other printers behave like local mailbox jobs. You can change the settings '*Controlling the Mailbox Jobs*' on page 63. Remember that the mailbox jobs fetched from other printers are deleted when you leave your mailbox.



Note:

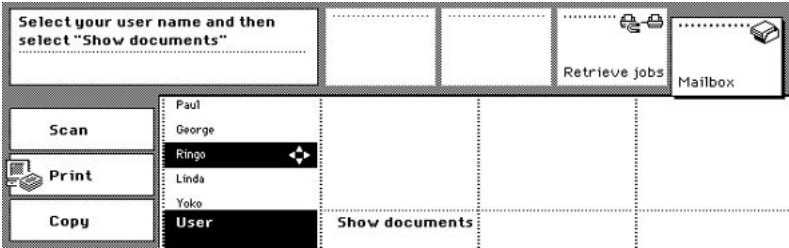
The secured print jobs (mailbox jobs that are secured with a security code) cannot be fetched.

Before you begin

- Make sure that Smart mailbox is configured on your system.
- Make sure that you know your identification code.
- The Key operator can protect the access to the system, so that a credit card or a PIN is required to fetch the print jobs from other printers '*Access the Océ VarioPrint 2070 Prémia Class*' on page 34.

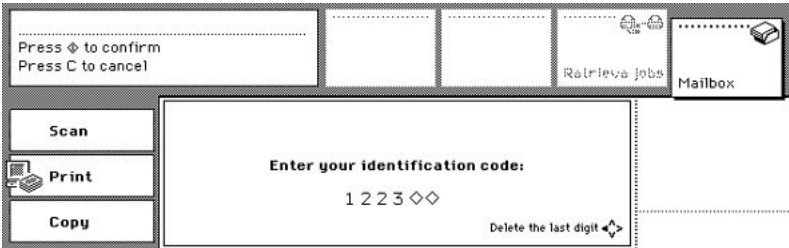
How to fetch your print jobs from other printers

- 1. Select the 'Print' mode
- 2. Press the 'Retrieve jobs' key



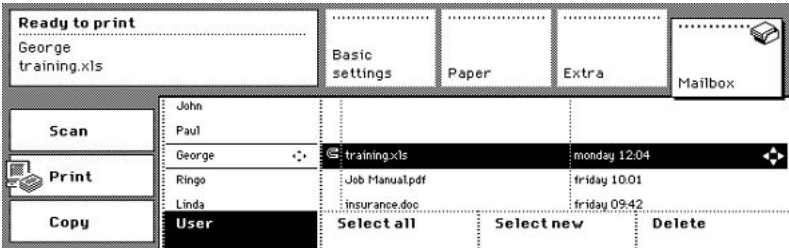
[36] Pressing the 'Retrieve jobs' Key

- 3. Enter your identification code.



[37] Identifying Yourself

- 4. Press the Start key .
The information about your print jobs available on other printers will be fetched.
- 5. Select one or more jobs in the mailbox list.



[38] The Fetched Job is in the Mailbox List

- 6. Change the settings, if required.
- 7. Press the Start key .



Note:
You can begin printing jobs while the Océ VarioPrint 2070 Prémia Class is still fetching jobs.


Controlling the Mailbox Jobs

Introduction

The operator panel of the Océ VarioPrint 2070 Prémia Class allows you to control the jobs in your mailbox *'About the mailbox'* on page 22.

The name of your mailbox is your network user name.

You can see the following jobs in your mailbox.

- Jobs that have not yet been printed.
- Jobs that were fetched from other printers (Smart mailbox) .
These print jobs are marked with a .
- Jobs that have been printed.
The completed printed jobs are marked with a **V**.
- Automatic print jobs, held in the print queue on the DAC.

To manage the mailbox jobs, you can do the following tasks.

- Give the start command, for one or more mailbox jobs.
- Delete the mailbox jobs.
- Change the settings, for one or more mailbox jobs.



Note:

When you print a fetched mailbox job, the original mailbox job on the other printer will also be marked with a **V**.

The Océ Intra Logic application allows you to view and to control the mailbox jobs from your computer *'About the Océ VarioPrint 2070 Prémia Class'* on page 12.

Before you begin

- To fetch the mailbox jobs from other printers (Smart mailbox), first press the 'Retrieve jobs' key *'Fetching Print Jobs from Other Printers (Smart mailbox)'* on page 61.
- The Key operator can protect the access to the system, so that a credit card or a PIN is required to enter the mailbox *'Access the Océ VarioPrint 2070 Prémia Class'* on page 34.
- You need to enter the correct settings in the Océ VarioPrint 2070 Prémia Class printer driver, to store the print job in the mailbox *'Starting a Mailbox Job'* on page 58.

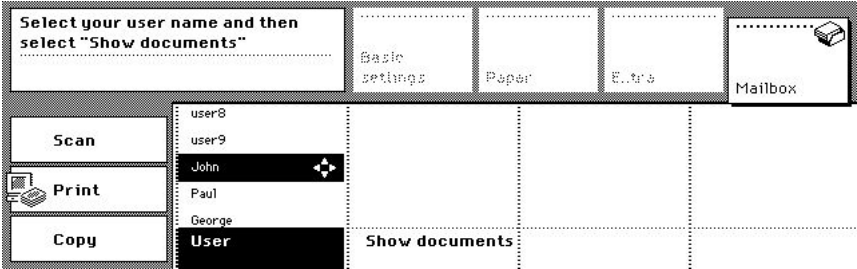
How to select your mailbox jobs

- 1. Select the 'Print' mode .
The 'Mailbox' section opens automatically.



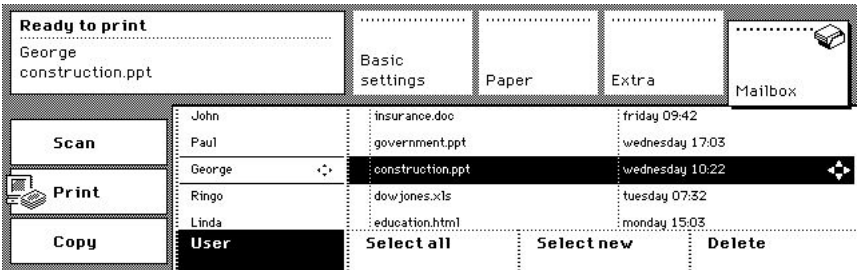
Note:
To enter the 'Print' mode, you can also activate the 'Mailbox' section.

- 2. Select your 'User' name with the Arrow keys .



[39] Select the user name with the Arrow keys

- 3. Press the 'Show documents' function key.
The contents of your mailbox are shown.



[40] The content of the mailbox

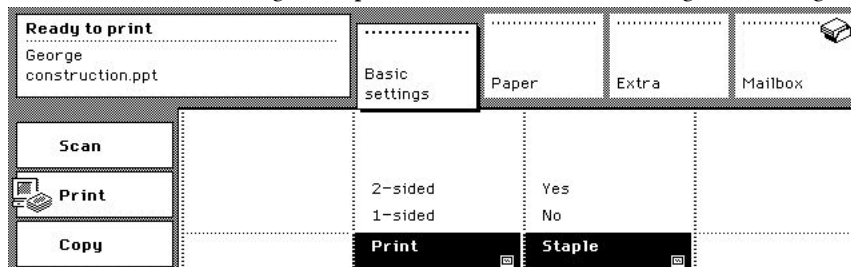
- 4. Select a single job with the Arrow keys .
- To select new or all jobs, use the 'Select new' function key or the 'Select all' function key.

Printing your mailbox jobs

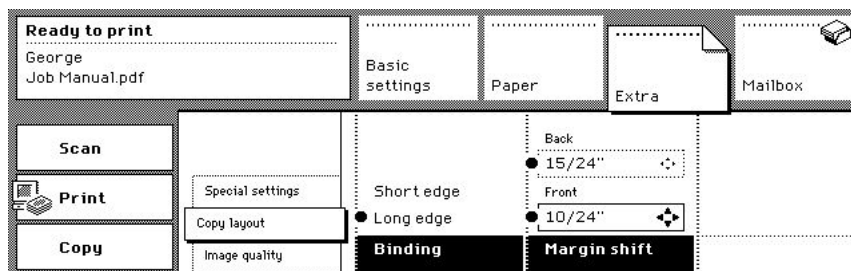
- 1. Select one or more jobs in the mailbox list.
- 2. Press the start key .
- 3. Press the correction key **C** to exit your mailbox.
- 4. Press the correction key **C** once more to enter the default operating mode of the Océ VarioPrint 2070 Prémia Class.

Changing the settings of your mailbox jobs

1. Select one or more jobs in the mailbox list.
2. Activate the 'Basic settings', 'Paper' or 'Extra' sections to change the settings.



[41] The reference to the As in document setting in the printer driver



[42] Change the settings for the job

3. Press the start key \diamond .
4. Press the correction key **C** to exit your mailbox.
5. Press the correction key **C** once more to enter the default operating mode of the Océ VarioPrint 2070 Prémia Class.

How to delete your mailbox jobs

1. Select one or more jobs in the mailbox list.
2. Press the 'Delete' function key.
3. Press the Correction key **C** to quit your mailbox.
4. Press the Correction key **C** once more to enter the default operating mode of the Océ VarioPrint 2070 Prémia Class.



Note:

Remember that the Key operator is permitted to define the storage time of the mailbox jobs. The mailbox jobs can be deleted after printing or after a pre-set clean-up time following a Key operator setting.



Note:

When you delete a mailbox job that has been fetched from an other printer, the job will also be deleted in the other mailbox.



Note:

The jobs fetched from other printers will be deleted after you leave your mailbox.

Print a secured job

Introduction

To prevent someone from printing your mailbox job, secure the mailbox job. To print a secured job, link a PIN to the job [‘Starting a Secured Print Job’ on page 59](#). If you come to the Océ VarioPrint 2070 Prémia Class, you must enter the PIN again to print the job.

Remember the following security guidelines when you print a secure job:

- Use at least 4 digits to define the security code in the printer driver.
- Complete the job on the Océ VarioPrint 2070 Prémia Class as soon as possible. Do not wait longer than one hour.
- Delete the job immediately after you have printed the job on the Océ VarioPrint 2070 Prémia Class.

When you have secured several jobs with the same security code, you can start all jobs at one time. The Océ VarioPrint 2070 Prémia Class allows you to enter the PIN only once for all of the selected and secured mailbox jobs.



Note:

If your mailbox is not protected with a PIN, someone can delete the secured job from your mailbox [‘Access the Océ VarioPrint 2070 Prémia Class’ on page 34](#). However, the mailbox job cannot be printed.

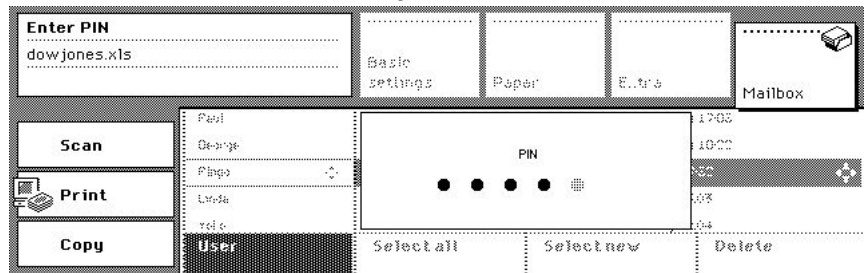
Before you begin

- In the Océ VarioPrint 2070 Prémia Class print command window, click the 'Security' check box and enter a PIN [‘Starting a Secured Print Job’ on page 59](#).

Printing a secured job from your mailbox

1. Open the mailbox and select one or more jobs secured with the same security PIN.
2. Press the Start key

3. Enter the security PIN that you assigned.



[43] Entering the Security Code

4. Press the correction key **C** to exit your mailbox.
5. Press the correction key **C** once more to enter the default operating mode of the Océ VarioPrint 2070 Prémia Class.

Print on special material

Introduction

You can use the following material for the print jobs *'Input Trays and Output Bins'* on page 192.

- Paper from the trays.
- Special material that you place in a tray for the current mailbox job.
- Special material that you insert in the special tray for the current mailbox job.

Make sure that you place the material correctly in the paper trays and special feeder *'Add paper to the paper trays'* on page 178 *'Add paper to the special tray'* on page 182.

The key operator can lock the paper-compartment door or disable the special tray. When the special tray is disabled you cannot select the special tray in the display screen.



Note:

In the Océ VarioPrint 2070 Prémia Class print command window, initiate a print job on special material. Address the online help of the Océ VarioPrint 2070 Prémia Class printer driver for information about the options.

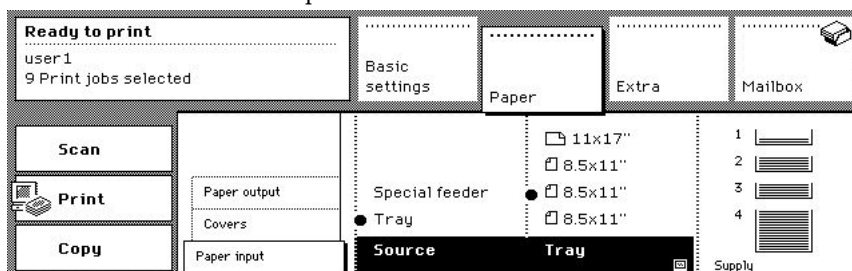
Before you begin

- Start a mailbox job *'Starting a Mailbox Job'* on page 58
- Make sure that the materials have the correct specifications *'Input Trays and Output Bins'* on page 192.


Printing a job on special material placed in a paper tray

1. Open the paper-compartment door, place the required paper and close the door.
2. Select the job in the mailbox.
3. Activate the 'Paper' section.
Make sure that the 'Paper input' card is open.

Check to insure that the required size and orientation are selected.

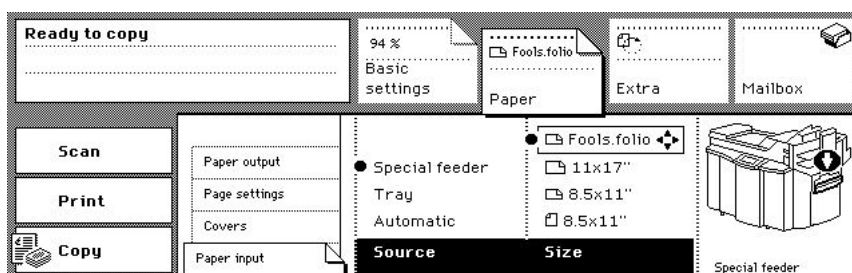


[44] Select the tray and the required paper size


4. Press the start key .
5. Press the correction key **C** to leave your mailbox.
6. Press the correction key **C** once more to enter the default operating mode of the Océ VarioPrint 2070 Prémia Class.

Printing a job on special material placed in the special tray

1. Place the required special material in the special tray.
The face-down side is printed.
2. Select the job in the mailbox.
3. Activate the 'Paper' section.
4. Make sure that the 'Paper input' card is open.
5. Select 'Special feeder' in the 'Source' function box.
6. Select the size and orientation of the special material you inserted in the 'Size' function box.



[45] The special tray and the required paper are selected

7. Press the Start key .
8. Press the correction key **C** to exit your mailbox.
9. Press the correction key **C** once more to enter the default mode of the Océ VarioPrint 2070 Prémia Class.

Give priority to your automatic print job

Introduction

The Océ VarioPrint 2070 Prémia Class prints your automatic print job under the following conditions:

- No other jobs are processed.
- You select and print your automatic job in the mailbox before the job has reached the top of the print queue.
- You print your automatic job when the job is announced in the message box.

You can give priority to your automatic print job although the job has not reached the top of the print queue. The automatic print job will be regarded as a mailbox job until the job is printed.



Note:

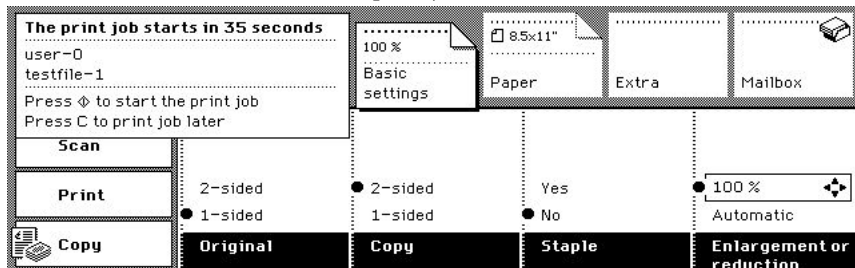
The automatic print job that is printed from the mailbox will remain in the mailbox.

Printing your automatic print job

1. Check to see that your automatic print job has not yet been printed.
2. Select the automatic print job in your mailbox list with the arrow keys ⇅.
3. Press the Start key ⬢.
4. Press the correction key **C** to exit your mailbox.
5. Press the correction key **C** once more to enter the default mode of the Océ VarioPrint 2070 Prémia Class.

Printing an announced automatic print job

1. Check to see that your automatic print job is announced.



[46] The automatic print job is announced

2. Press the Start key ⬢.

Stop or correct a print job

Introduction

A print job has the following phases *‘Print jobs in this manual’* on page 38:

- 1. The job is stored in the mailbox on the DAC.
- 2. The job is printed when you print the job on the operator panel (mailbox job).
The job is printed when the job reaches the top of the print queue (automatic job).

The table below displays the actions to take if you stop or correct a phase:

If	Then
You notice an incorrect setting for the mailbox job	Correct the mailbox job setting.
You want to start a job while the jobs from the print queue are being printed	Stop the printing of the print queue.
The printed sets are incorrect and the job is not yet completed (phase 2)	Stop the printing process.




Note:
You can interrupt the print process before it has finished to start a new job. The suspended job is continued after the new job has finished *‘Interrupting a Print Job’* on page 74.




Note:
You can delete jobs from the mailbox in order to prevent the mailbox from becoming full *‘Controlling the Mailbox Jobs’* on page 63.




Correcting: when you make the print job settings

If you press the correction key 	Then
Once	The Océ VarioPrint 2070 Prémia Class restores the settings as defined in the Océ VarioPrint 2070 Prémia Class printer driver.

Stopping: during the printing of the print queue

If you want to	Then
You want to start a job while the jobs from the print queue are being printed	Select the 'Scan' or 'Copy' mode. The Océ VarioPrint 2070 Prémia Class is available after the current automatic print job is complete. The automatic print jobs are continued when you are ready.
You want to stop the printing of the print queue	Press the stop key  once or twice depending on the progress of the print process. The current automatic print job is aborted. The automatic print jobs are continued, when the machine is idle.



Stopping: during the printing process

If you press the stop key 	Then
Once	The print job stops after the current set is complete. If required, press the start key  to continue the job.
Twice	The print job stops immediately. If required, press the start key  to continue the job.
Three times	The Océ VarioPrint 2070 Prémia Class aborts the print job. The job is sent to your mailbox.

Interrupting a Print Job

Introduction

The interrupt mode allows you to start any job while a job with many sets to print is executed. The procedure for interrupting a job is as follows:

- The interrupt key  is pressed to enter the interrupt mode.
- The current print job stops after the printing of the current set is complete.
The job information and the job settings are stored in the machine memory.
- One or more copy, print or scan jobs can be started.
- The interrupt key  is pressed to exit the interrupt mode.
- The suspended print job continues.



Note:
The Key Operator can disable the interrupt mode.




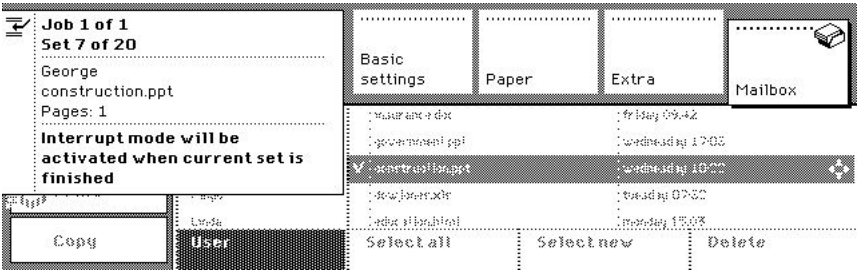
Note:
If a copy control device or external finisher is connected to the Océ VarioPrint 2070 Prémia Class, the interrupt mode is not available.

Before you begin


- You can only enter the interrupt mode when the Océ VarioPrint 2070 Prémia Class processes a job. The message box informs you when the Océ VarioPrint 2070 Prémia Class accepts the interrupt mode request.

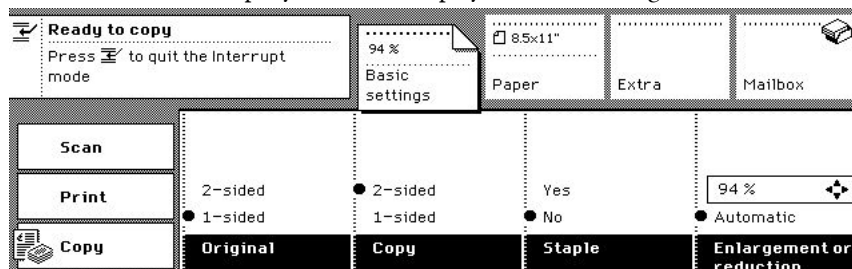
Interrupting a print job

1. Press the interrupt key  while a print job is processed.




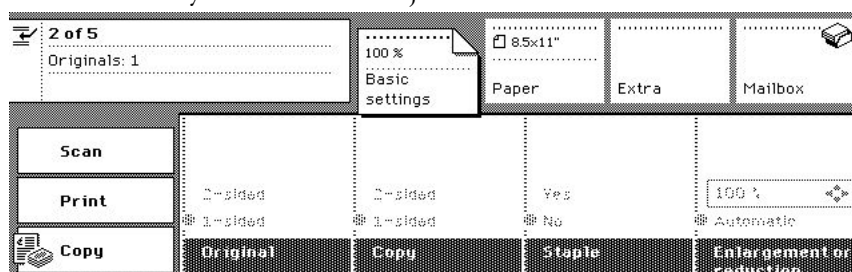
[47] Press the interrupt key

2. Wait until the interrupt symbol  is displayed in the message box.




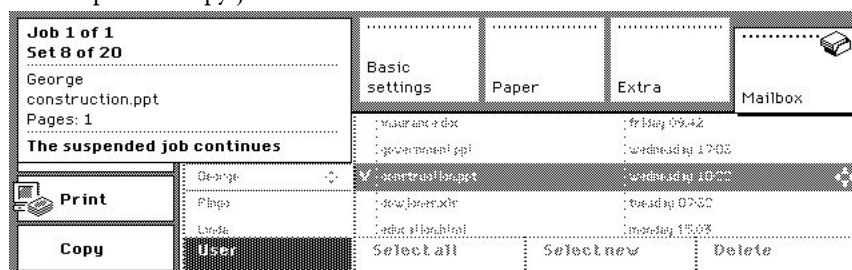
[48] The interrupt mode is accepted

3. Make the settings for the new job.
4. Press the start key  to start the new job.



[49] Start a job in the interrupt mode

5. Repeat steps 3 and 4 for each subsequent job.
6. Press the interrupt key  to quit the interrupt mode.
The suspended copy job will continue.




[50] The suspended job continues



Note:

The Océ VarioPrint 2070 Prémia Class automatically quits the interrupt mode two minutes after the last job.

Stopping or correcting a job in the interrupt mode

If you press	Then
The correction key C	You can: <ul style="list-style-type: none">■ Reset the settings.■ Exit the interrupt mode.
The stop key 	You can: <ul style="list-style-type: none">■ Stop the job.■ Delete the job.

Central Printing

Introduction

About the Central Reproduction Department

Definition

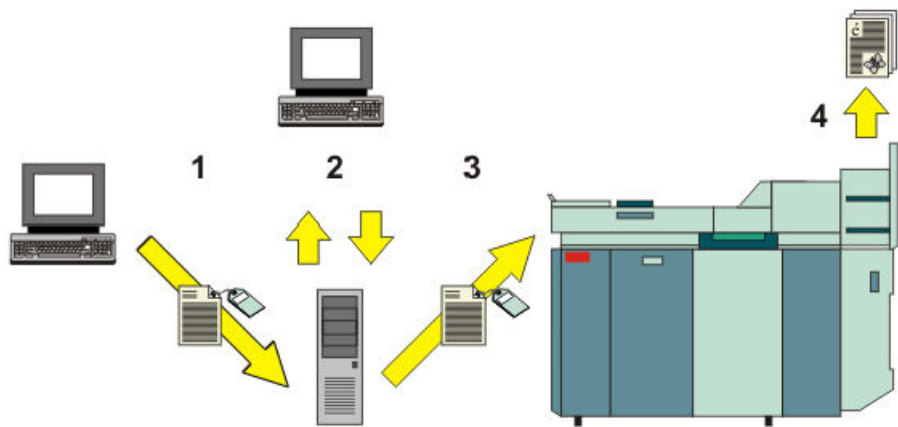
A central reproduction department is an area where printing activities are joined. The user must prepare a print file to allow an operator to print the documents.

Attributes

There can be two different central reproduction environments.

- An in-house repro department.
The repro department has internal users. The print files, prepared on the user computer, are sent to a server directory. An operator has access to the print files and completes the printing.
- A copy shop.
The copy shop has external users. The document owner provides the operator with the file in order to print the file. The file can be on CD-ROM, diskette, tape or can be sent by email or Internet.

Illustration



[51] Central Printing in a Department

Central printing supported by the Océ Job submitIT application, can have the following phases:

Stage	Description
1	The user prepares a print file with an Océ printer driver and sends the print file to a server directory.
2	The operator runs Océ Job SubmitIT and retrieves the print files from the server directory.
3	The operator selects an Océ printer and gives the print command. The print job can be stored temporarily in a mailbox on the machine.
4	The print job is printed.

About the Océ Job SubmitIT application

Introduction

The Océ Job SubmitIT application allows an operator of a central reproduction department or a copy shop, to control the print files and to print the jobs. The print file can be made available through different types of data media or the network.

You can use the Océ Job SubmitIT application to print to the Océ 31x5E and the Océ VarioPrint 2070 Prémia Class.

Features of the Océ Job SubmitIT application

You can perform the following tasks through the Océ Job SubmitIT application.

Tasks
Maintain the list of printers that are available to print the jobs on.
Maintain the print files provided by the users.
Print the jobs.
Create templates to define job tickets that meet special requirements.
Change the settings for one or more print jobs.
Allocate a print job to an assigned user.
Print the jobs using shortcuts on the desktop.

About the Print Files

Introduction

To allow you to print the documents of the department users, a print file must be prepared by the users. When the print command is given, the print file is generated by the Océ printer driver and the application that runs.

To prepare a print file, the user must proceed as follows.

- Select the 'Print to file' check box in the 'Print' command dialog box.
- Define the destination folder for the print file.

A print file generated by an Océ printer driver includes the following information:

- The contents of the document.
- The information about used fonts.
- The print instructions (Océ job ticket).

Print file format

To control a print file with the Océ Job SubmitIT application, the print file must have one of the following formats:

Formats
PCL ₅
Adobe PostScript level 2
Adobe PostScript 3
TIFF
PDF

To print a job with the Océ Job SubmitIT application, make sure that the extension of the print file is in accordance with the printer interpreter. An installed PostScript® interpreter on the machine is necessary to print PostScript® or TIFF files. The PCL and PDF print files are accepted without additionally installed features.

Print file extensions

A print file generated by the Océ printer driver has the .prn extension. The user can rename the extension to .ps, .pcl or .opf. The .pdf, .tif or .tiff files are accepted directly by the Océ Job SubmitIT application.

Set the Application Defaults

Manage the List of Printers

Introduction

To apply the Océ Job SubmitIT application to print jobs, first define the printers you want to use. When a printer appears in the list of printers, you can select it for a print job. This way, you can select different printers for different jobs.

You can add the Océ VarioPrint 2070 Prémi  Class printer to the list of printers.

To manage the list of printers, you can:

- Update the list of printers.
- Add printers one by one.
- Remove a printer from the list.

When you update the list of printers, Océ Job SubmitIT can find the following printers automatically:

- SNMP-configured printers
- LPD-configured printers
- Printers within the same TCP/IP subnet

When a printer does not match these descriptions, you can add it to the list manually.



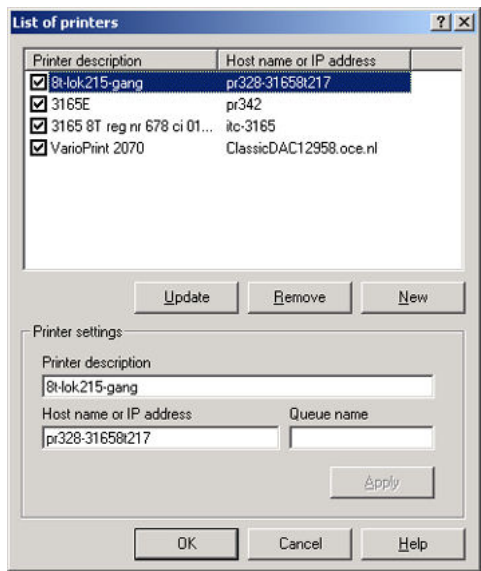
Note:

If you cannot add the printer, check the network connection in MS-DOS using the PING command.

Before you begin

1. Click 'Start' .
2. Select the Océ Job SubmitIT application in the program list.

Illustration



[52] A list of printers

Updating the list of printers

- 1. Select 'Printer setup' on the 'File' menu.
- 2. Click 'Update' .
- 3. Click the check box of the printers you need.
- 4. Click 'OK' .

Adding the printers to the list manually

- 1. Select 'Printer setup' on the 'File' menu.
- 2. Click 'New' .
- 3. Enter a name for the printer.
- 4. Enter the host name (name of the DAC) or the IP address of the Océ VarioPrint 2070 Prémia Class.



Note:
Refer to the configuration report of the required printer for information about the network configuration.

- 5. Click 'Apply' .

6. Click the check box of the added printer.
7. Click 'OK' .

Removing a printer from the list

1. Select 'Printer setup' on the 'File' menu.
2. Select the printer you want to remove.
3. Click 'Remove' .
4. Click 'OK' .

Display the properties of the print files

Introduction

You can display the properties of the print files in the Océ Job SubmitIT application window. In order to see the required properties, adapt the columns of the list of print files.

In order to get a clear summary for your print files, make a selection of the properties you prefer.

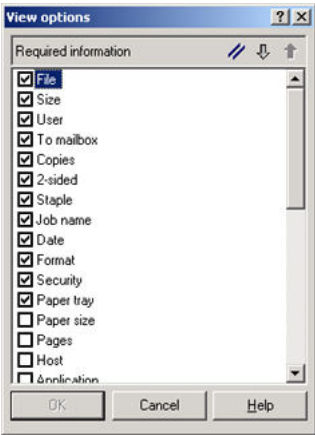
You can also display all available properties for one single print file.

Before you begin

1. Click 'Start' .
2. Select the Océ Job SubmitIT application on the program list.

Selecting the required property items

1. Click 'Customize' on the 'View' menu.
2. Click the items you want to display.
3. Click to clear the items that you do not want to display.
4. Click the Up or Down buttons on the toolbar to arrange the sequence of the items.

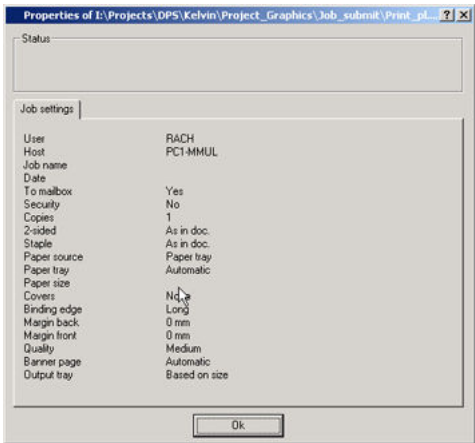


[53] Select the required properties

5. Click 'OK' .

Displaying all properties of one print file

- 1. Select the print file.
- 2. Click 'Properties' on the 'File' menu.



[54] Display the properties of a print file



Note:

You can also click the 'Properties' button of the toolbar.

Create and use a template

Introduction

The print files that are stored in a server directory contain an Océ job ticket, when generated by an Océ printer driver. The job ticket contains the print instructions.

You can create templates to replace one or more print instructions in the job ticket. The templates are applied to the print files at the moment you retrieve the print files from the server directory.

In order to apply a template, create a new template or use an already available template.

You can identify the print files that have a changed job ticket by the red label in front of the file name. The settings of a print file with a yellow label match the settings derived from the Océ printer driver settings.

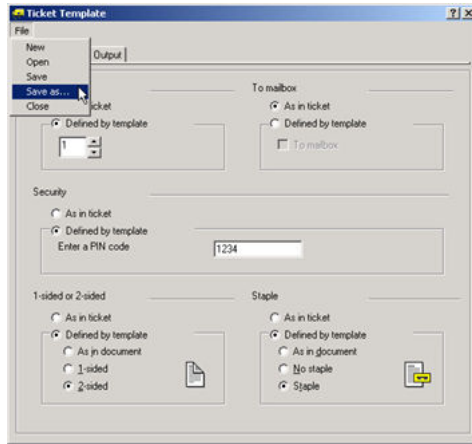
Before you begin

1. Click 'Start' .
2. Select the Océ Job SubmitIT application on the program list.

How to create a template

1. Click 'Editor' on the 'Template' menu.
2. Click 'New' on the 'File' menu.
3. Change the default settings on the 'Main', 'Layout' and 'Output' tabs of the 'Ticket template' dialog box.

- Click 'Save as' on the 'File' menu.



[55] Save the new template

- Enter a name in the 'Save as' dialog box.
- Click 'Save'.
- Click 'Close' on the 'File' menu of the 'Ticket template' dialog box.

How to change a template

- Click 'Editor' on the 'Template' menu.
- Click 'Open' on the 'File' menu.
- Select the template that you want to change in the 'Open template' dialog box.
- Change the required settings on the 'Main', 'Layout' and 'Output' tabs of the 'Ticket template' dialog box.
- Click 'Save' on the 'File' menu.
- Click 'Close' on the 'File' menu of the 'Ticket template' dialog box.

Applying a template to the print files

- Select a template in the 'Template' drop-down list at the right top corner of the application.
- Retrieve the required print files *'Retrieve the print files'* on page 92.

Create and Use Desktop Shortcuts

Introduction

There is an Océ Print Accelerator shortcut on your desktop for sending print jobs to the Océ VarioPrint 2070 Prémia Class.

You can create other Océ Job SubmitIT shortcuts on your desktop as a fast way to send print jobs that you want to link to special properties of the Océ VarioPrint 2070 Prémia Class.



[56] The Océ Job SubmitIT Shortcuts

Create separate shortcuts to see print settings and available printers. Remember that you can only create shortcuts for printers that are available in the Océ Job SubmitIT application *'Manage the List of Printers'* on page 81.

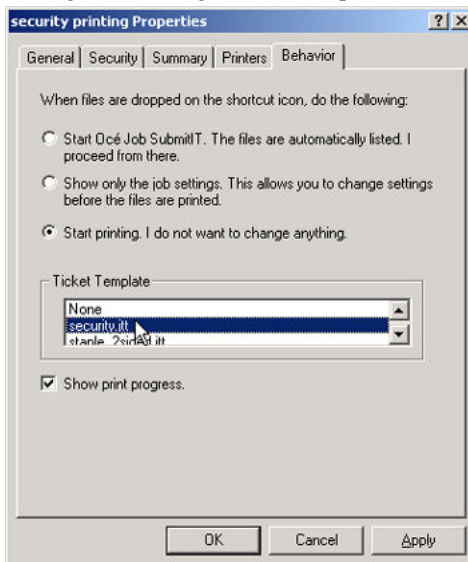
If needed, you can change the shortcut properties.

Creating a desktop shortcut

1. Display the desktop.
2. Click the right mouse button to display the shortcut menu.
3. Select 'New' and then, select 'Job submitIT' shortcut'.
4. Follow the instructions in the shortcut wizard to define the print settings and the procedure you want to follow before you print a job.

How to change the shortcut properties

1. Display the desktop.
2. Click the right mouse button on the shortcut to display the shortcut menu.
3. Select 'Properties'.
4. Change the settings in the 'Properties' dialog box.



[57] Change the settings of the Océ Job SubmitIT shortcut

How to print a job through a shortcut

1. Open Windows Explorer.
2. Select the print files in Windows Explorer.
3. Make sure that both the shortcut icon and the selected print files are visible.
4. Drag and drop the print files on the shortcut icon.

5. Follow the instructions.



Note:

The procedure that you must follow is defined in the 'Properties' dialog box of the shortcut.

Use several printers at the same time

Introduction

When you open the Océ Job SubmitIT application more than once, you can spread the print files among different printers. Then create different lists of print files for each printer.

The moved print files keep the print settings as stored in the job ticket.

Before you begin

1. Click 'Start' .
2. Select the Océ Job SubmitIT application on the program list.

Using several printers at the same time

1. Open the Océ Job SubmitIT application once more.
2. Make sure that the correct printers are selected in each application window.
3. Make sure that the required print files are retrieved from the server directory '[Retrieve the print files](#)' on [page 92](#).
4. Select the print files that you want to move to another application window.
5. Click 'Copy' or 'Cut' on the 'File' menu.
6. Click 'Paste' on the 'File' menu of the second application window.



Note:

You can also use the toolbar buttons to copy, cut or paste the print files.



Note:

You can also use the drag and drop method to move the print files.

Control Print Files

Retrieve the print files

Introduction

When printing the jobs, first retrieve the required print files from a server directory that is defined as destination for transmitted print files. The retrieved print files are displayed in chronological sequence.

Remember that the print files must have the correct format *'About the Print Files'* on page 80

If required, change the sequence of the print files in the list of print files.

You can apply a template before you retrieve the print files *'Create and use a template'* on page 86. Remember that you must select the template before you retrieve the print files.

Before you begin

1. Click 'Start' .
2. Select the Océ Job SubmitIT application on the program list.

Retrieving the print files

1. If required, select a template for the print files.
2. Click 'Add' on the 'File' menu.
3. Browse to the folder that contains the print files.
4. Select one or more of the required print files.
5. Click 'Open' .

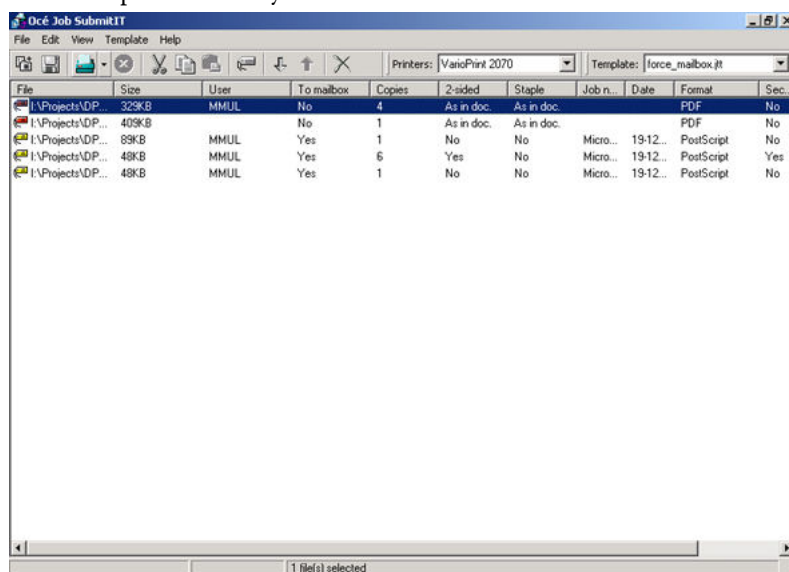


Note:

You can also add print files when you drag the files or folders from the Windows Explorer window or from another Océ Job SubmitIT window *'Use several printers at the same time'* on page 91.

Changing the position of a print file in the list

1. Select the print file that you want to move.



[58] Select the print file

2. Click the Up or Down buttons of the toolbar.
3. Repeat steps 1 and 2 for each file that you want to move.

Arrange the print files according to a print file property

1. Click one of the column titles of the list of print files to arrange the print files, based on the related print file property.

Save the print files

Introduction

You can save the print files that you retrieved through the Océ Job SubmitIT application. If required, you can change the job ticket before you save the print files.

Before you begin

1. Click 'Start' .
2. Select the Océ Job SubmitIT application on the program list.

Renaming a print file

1. Retrieve the required print file *'Retrieve the print files' on page 92.*
2. Display the list of print files and select the print file that you want to rename.
3. Change the job ticket if necessary *'Change the job ticket' on page 98*
4. Click 'Save as' on the 'File' menu.
5. Enter a new name for the print file.
6. Click 'Save' .

Saving a print file with a changed job ticket

1. Retrieve the required print file *'Retrieve the print files' on page 92.*
2. Display the list of print files and select the print file that you want to save.
3. Click 'Save' on the 'File' menu.



Note:

Click 'Save as' on the 'File' menu to rename the print file.

Saving several print files at the same time

1. Retrieve the required print files *'Retrieve the print files' on page 92.*
2. Display the list of print files and select the print files that you want to save.
3. Change the job tickets if necessary *'Change the job ticket' on page 98.*
4. Click 'Save' on the 'File' menu.



Note:

Click 'Save as' on the 'File' menu to rename one or more print files.

Print a job

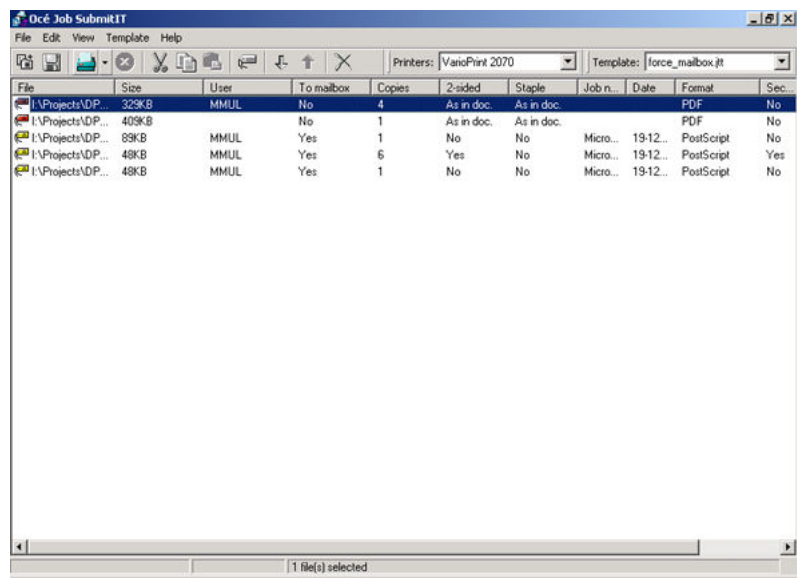
Introduction

You can print the jobs one by one or print several print jobs at the same time when you use Océ Job SubmitIT.

Before you begin

- 1. Click 'Start' .
- 2. Select the Océ Job SubmitIT application on the program list.

Illustration



[59] Print the job

Printing a job

- 1. Retrieve a print file *'Retrieve the print files'* on page 92.
- 2. Select the required printer in the 'Printers' drop-down list at the right top corner of the application window.
- 3. Display the list of print files and select the print file that you want to print.
- 4. Click 'Print' on the 'File' menu.

**Note:**

You can also click on the 'Print' button of the toolbar.

Printing several jobs at the same time

1. Retrieve the print files *'Retrieve the print files'* on page 92.
2. Select the required printer in the 'Printers' drop-down list at the right top corner of the application window.
3. Display the list of print files and select the print files that you want to print.
4. Click 'Print' on the 'File' menu.

**Note:**

You can also click on the 'Print' button of the toolbar.

Change the job ticket

Introduction

When a document is printed with an Océ printer driver, an Océ job ticket is added to the print file *'About the Print Files'* on page 80.

A job ticket stores, for example, information about print instruction, document name and owner.

In order to change the job ticket information, perform the following tasks:

- Apply a template to a print file *'Create and use a template'* on page 86.
- Allocate a print job to an assigned user *'Assign a print job to a user'* on page 100
- Change one or more job ticket items.

Before you begin

1. Click 'Start' .
2. Select the Océ Job SubmitIT application on the program list.

How to change the job ticket of one print file

1. Retrieve the required print file *'Retrieve the print files'* on page 92.
2. Display the list of print files and select the print files that you want to change.
3. Click 'Job settings' on the 'Edit' menu.



Note:

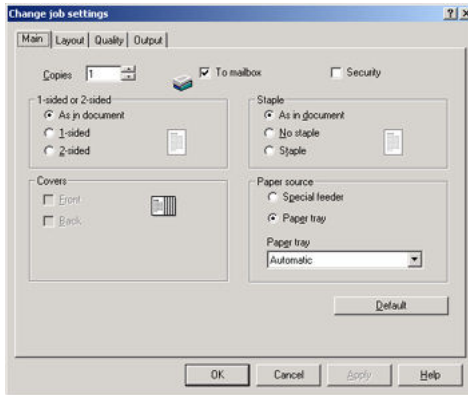
You can also click the Settings button of the toolbar.



Note:

You can also double-click the print file.

4. Change the settings in the 'Change job settings' dialog box.



[60] Change the job ticket

5. Click 'OK'.

How to change the job ticket of several print files at the same time

1. Retrieve the required print file *'Retrieve the print files'* on page 92.
2. Display the list of print files and select the print file that you want to change.
3. Click 'Job settings' on the 'Edit' menu.



Note:

You can also click on the Settings button of the toolbar.

4. Change one or more settings in the 'Change job settings' dialog box.
5. Click 'OK'.

Assign a print job to a user

Introduction

The job ticket stores the user name of the person who created the print file *'Change the job ticket'* on page 98.

If a banner page is selected, the user name is printed on the banner page. If the job has been defined as a mailbox job, the user name refers to the mailbox name.

You can replace the user name according to the destination of the print job.

To maintain a list of assigned users, create a text file named Users.ini.

Before you begin

1. Click 'Start' .
2. Select the Océ Job SubmitIT application on the program list.

Creating a list of users

1. Open a text editor, such as Windows® Notepad.
2. Type each necessary user name on a new line.
3. Save the text file in the directory of the Océ Job SubmitIT application.
4. Give the file the name of Users.ini.

Assigning a print job to a user

1. Retrieve the required print file *'Retrieve the print files'* on page 92.
2. Display the list of print files and select the print file that you want to print.
3. Click 'Job settings' on the 'Edit' menu.



Note:

You can also click on the Settings button of the toolbar.

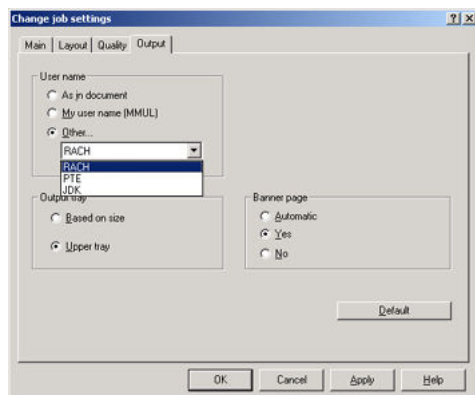


Note:

You can also double-click the print file.

4. Click the 'Output' tab.

5. Select the user in the 'User name' box.



[61] Allocate a print job to an assigned user



Note:

The names in the 'Other' drop-down list are read from the Users.ini file.

6. Click on 'OK'.

Chapter 3

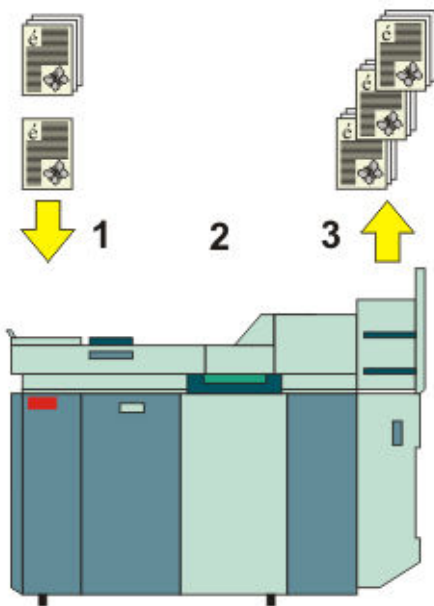
The Copy Function

Copy jobs in this manual

Introduction

The copy mode of the Océ VarioPrint 2070 Prémia Class provides a method to handle simple and complicated copy jobs.

Copy process on the Océ VarioPrint 2070 Prémia Class



[62] The copy process on the Océ VarioPrint 2070 Prémia Class


Stage	Description
1	The originals are placed in the automatic document feeder or on the platen in one or more job parts.
2	The information is scanned, digitized and converted into an image.
3	The images are printed. The finisher bins collect the sets.

Information about copy jobs in this manual

Chapter	Information
Prepare the copy job	<ul style="list-style-type: none">■ The definition of standard and non-standard originals.■ The document types.■ Split the jobs into job parts.■ Place the originals.
Types of copy job settings	<ul style="list-style-type: none">■ The available settings in the copy mode.
Common copy jobs	<ul style="list-style-type: none">■ Copy one set of originals.■ Copy separate job parts.■ Make an enlarged or reduced copy.■ Copy on special material.■ Create a booklet.■ Improve the image quality.■ Copy a book.■ Stop or correct a copy job.■ Interrupt a copy job.

Prepare the copy job

Introduction

When preparing the copy job, first inspect your originals. If the originals are different sizes and types, sort the set of originals into separate job parts. Each job part requires a different setting profile. The combine key  allows you to create one assembled copy job from the separate job parts.

The Océ VarioPrint 2070 Prémia Class has two input locations for the originals, the automatic document feeder and the platen.

Standard originals

A standard original represents:
A standard size (A3/Tabloid 11x17, A4/Letter 8.5x11 or A5/Us Std 5.5x8.5)
A standard weight (60 -170 g/m²)

Non-standard originals





A non-standard original represents:
A page of a book
A curled or damaged original
A non-standard size (not A3/Tabloid 11x17, A4/Letter 8.5x11 or A5/Us Std 5.5x8.5)
A non-standard weight (less than 60 g/m² or more than 170 g/m²)

Job parts

When the set of originals has more than one original type, make separate job parts. Then, enter the settings for each job part.

Split the set of originals in separate job parts, when the set of originals contains:
One or more non-standard originals
More than 50 A4/Letter 8.5x11, 50 A5/Us Std 5.5x8.5 or 35 A3/Tabloid 11x17 originals
Different document types
Different paper sizes

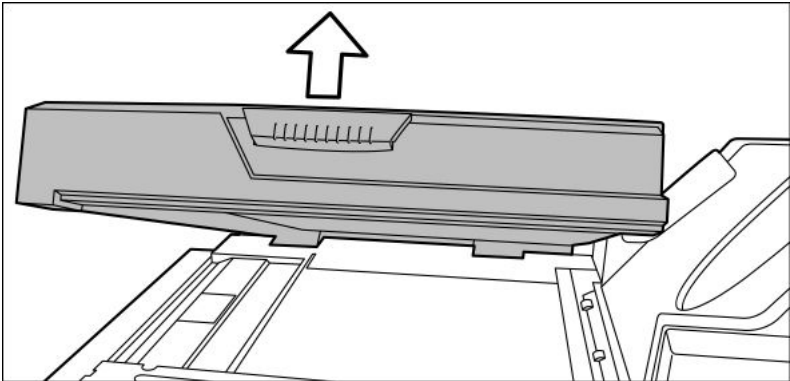
Document types

Orientation of the information on the originals	Description of binding	
	Long-edge	Short-edge
Portrait		
Landscape		

Input of the originals

The Océ VarioPrint 2070 Prémia Class has two input locations for the originals.

Location	Description
Automatic document feeder	Location, to copy one or more standard originals, 1-sided or 2-sided.
Platen	Location, to copy one non-standard original at a time.



[67] Access to the platen

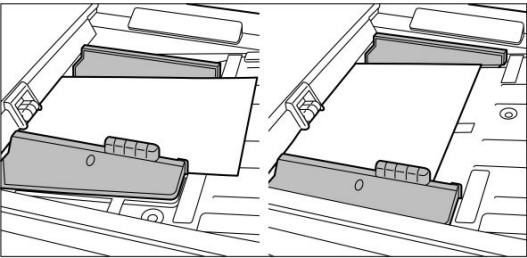


Note:
Make two job parts for your copy job, when you have one 2-sided, non-standard original to copy from the platen.

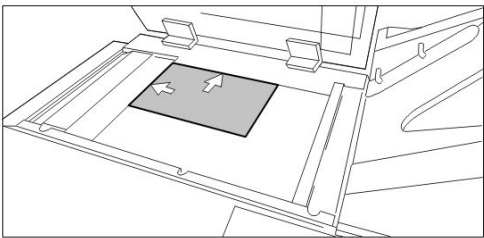
Insert the originals

You can place the originals in a long-edge feed direction or in a short-edge feed direction. The alignment of the original on the platen refers to the feed direction in the automatic document feeder.

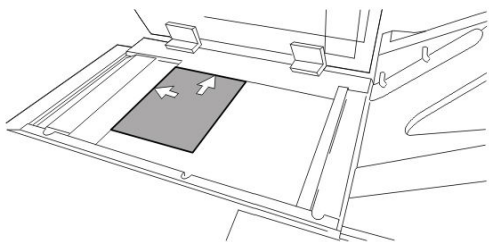
To insert the originals, proceed as follows.
Hold the originals, face-up in reading direction.
Turn the original over, in anti-clockwise direction.
Keep the originals face-down, to insert.



[68] Short-edge feed direction (left) and long-edge feed direction (right) of the originals in the automatic document feeder







[69] Short-edge feed direction of the original on the platen



[70] Long-edge feed direction of the original on the platen

The alignment instructions are shown on stickers, at the edge of the platen and the automatic document feeder.

Refer to the table below, to select the feed direction for your originals.

Size of originals	Orientation of information	Feed direction
A4/Letter 8.5x11	Portrait	Long-edge feed 
A4/Letter 8.5x11	Landscape	Short-edge feed 
A5/Us Std 5.5x8.5	Landscape and portrait	Long-edge feed 
A3/Tabloid 11x17	Landscape and portrait	Short-edge feed 

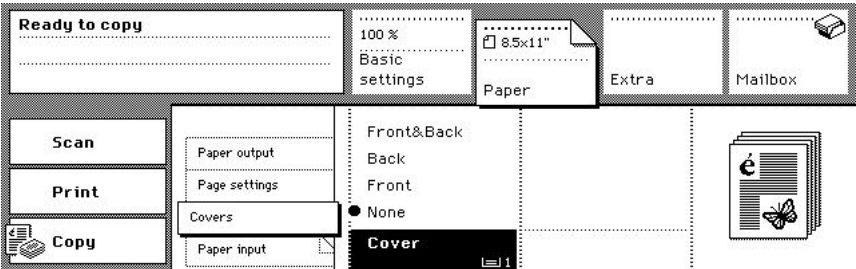
Types of copy job settings

Introduction

The Océ VarioPrint 2070 Prémia Class has default settings, defined by Océ or by the Key Operator.

If you place the originals in the automatic document feeder, some of the default settings will change, according to the scanned information. You can change the settings for the copy job.

A dog-ear is displayed on the section or the card, to indicate that you changed the default settings.



[75] The dog-ear is displayed to indicate the changed settings

Settings When You Use the Automatic Document Feeder

When you place the originals in the automatic document feeder, the Océ VarioPrint 2070 Prémia Class proceeds as follows.

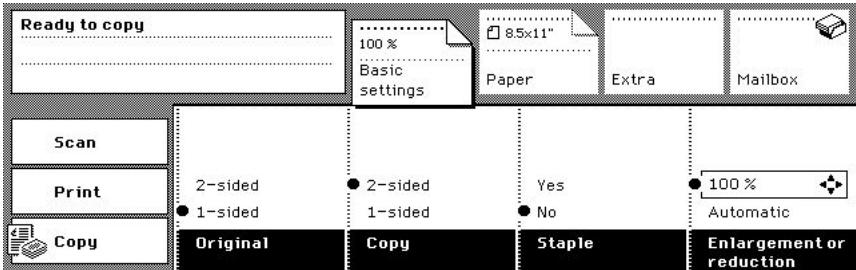
Procedure
Detects the dimensions of the originals. When the same paper size is available in one of the paper trays, that size will be selected for the copy. If the paper size is not available, the most acceptable size for the copy is selected.
Calculates the necessary enlargement or reduction.
When you feed the originals long-edge, selects the portrait information and the long-edge binding for the original and the copy settings.
When you feed the originals short-edge, selects the landscape information and the short-edge binding for the original and the copy settings.

Settings when you use the platen

When you place an original on the platen, the Océ VarioPrint 2070 Prémia Class proceeds as follows.

Procedure
Does not change the default binding and information-orientation settings. The dimensions of the original on the platen cannot be detected.
Does not change the default enlargement or reduction.

'Basic settings' Section

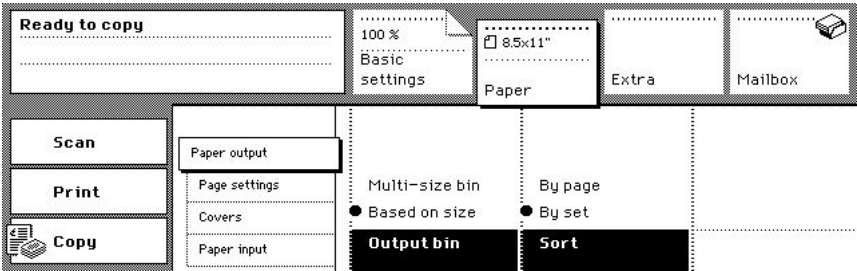


[76] 'Basic settings' Section

'Basic settings' Section

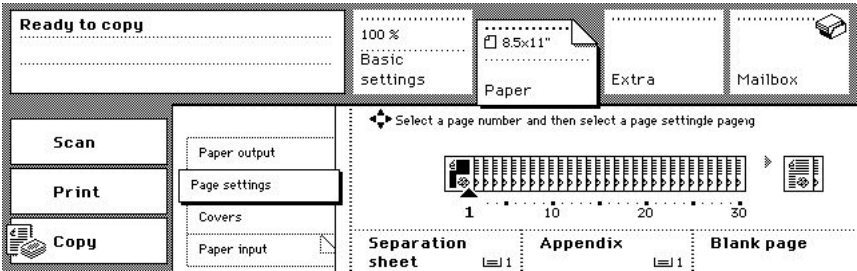
Function	Description of the function
'Original'	Definition of the original: '1-sided' or '2-sided'
'Copy'	Definition of the copy: '1-sided' or '2-sided'
'Staple'	The internal stapler can operate when the finisher is used 'About stapling' on page 27 . Use the off-line stapler for the other completed sets.
'Enlargement or reduction'	The value 'Automatic' is the default setting in the 'Enlargement or reduction' function box. The Océ VarioPrint 2070 Prémia Class calculates the ratio, according to your settings when you use the automatic document feeder. Adjust the 'Enlargement or reduction' manually if you need an enlarged or reduced copy with the glass platen 'Make an enlarged or reduced copy' on page 126 . The current 'Enlargement or reduction' is displayed in the 'Basic settings' section.

'Paper' Section



[77] 'Paper output' Card
'Paper output' Card

Function	Description of the function
'Output bin'	Indicates the output tray for the printed sets: 'Multi-size bin' or 'Based on size'. Select 'Multi-size bin' when the finisher does not support the copy material <i>'Input Trays and Output Bins'</i> on page 192.
'Sort'	The 'Sort' allows you to get your copies sorted by page. Then, each set of copies represents one scanned 1-sided or 2-sided original. By default, the output is sorted by set. Then, each set of copies represents the original set of originals <i>'Sorting the Output'</i> on page 140.


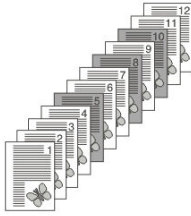
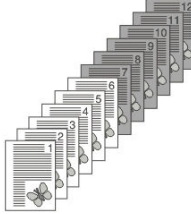


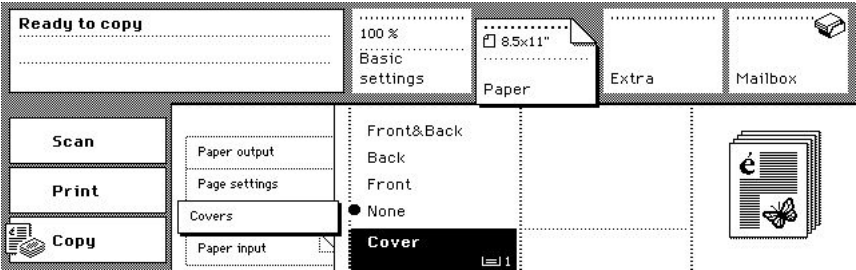
[78] 'Page settings' Card
'Page settings' Card

Function	Description of the function
'Separation sheet'	The setting 'Separation sheet' enables the paper input from more than one paper tray for one job. Use the setting to copy a report. If necessary, add new paper to the trays <i>'Add paper to the paper trays'</i> on page 178. 'Separation sheet' refers to one or more sheets in a set of originals, for which the different paper is to be used.

Function	Description of the function
'Appendix'	<p>The setting 'Appendix' enables the paper input from more than one paper tray for one job.</p> <p>Use the setting to copy a report.</p> <p>If necessary, add new paper to the trays <i>'Add paper to the paper trays' on page 178</i>.</p> <p>'Appendix' refers to the first and the subsequent pages of a set of originals, for which the different paper is to be used.</p>
'Blank page'	<p>'Blank page' refers to the pages in a set of originals that must remain blank. These pages are not printed and not charged to your user account.</p>

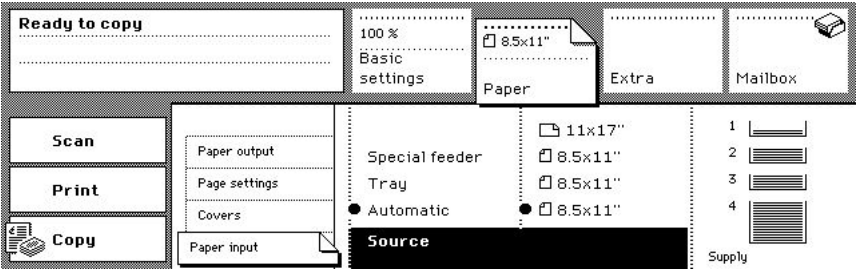
Example of a Job Using the Page Settings

Set	Description
	A set of single-sided originals
	The result when pages 5, 8, and 10 are assigned as separation sheets
	The result when page 7 is assigned as the first page of the appendix




[82] 'Covers' Card
'Covers' card

Function	Description of the function
'Cover'	Definition of the covers. You can select a front or rear cover for the copied sets. See the feedback box for the result of the settings. The 'Cover' function displays the paper tray that is used for the covers.

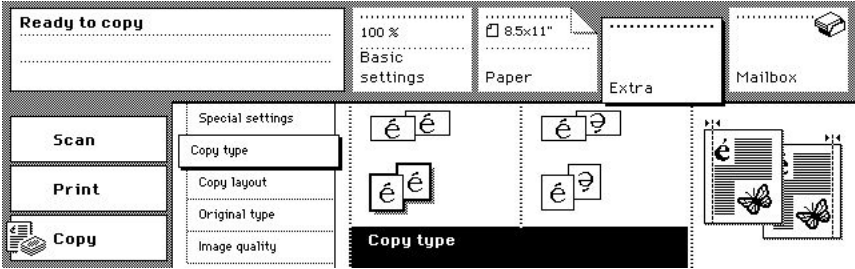


[83] 'Paper input' Card
'Paper input' Card

Function	Description of the function
'Source'	The 'Automatic' value is the default setting in the 'Source' function box. The value changes to 'Tray' when you select a different size.

Function	Description of the function
'Tray'	<p>The selected size is related to the dimensions of the originals, detected by the automatic document feeder. You can change the size.</p> <p>The platen does not detect the dimensions of the originals, so that the default setting (A4/Letter 8.5x11 from tray 4) is used, unless you change the size.</p> <p>Make sure that the orientation of the selected size matches the feed direction of the originals.</p> <p>The current size is displayed in the 'Paper' section.</p> <p>If the orientation of the stock of paper in the tray does not match the feed direction of the originals in the automatic document feeder, the Océ VarioPrint 2070 Prémia Class rotates the image 90°.</p> <p>If rotation of the image occurs, a rotation symbol  is displayed in the 'Extra' section.</p>
'Special feeder'	<p>The 'Special feeder' value allows you to use special material, such as an overhead sheet <i>Input Trays and Output Bins</i> on page 192.</p> <p>When you use the special feeder, you must select the paper size of the special material <i>Add paper to the special tray</i> on page 182.</p> <p>Additional to the standard sizes (A3/Tabloid 11x17, A4/Letter 8.5x11 and A5/Us Std 5.5x8.5), you can insert special paper sizes in the special feeder <i>Copy on special material</i> on page 129.</p> <p>The upper icon in the 'Size' function box provides several sizes to select from.</p>

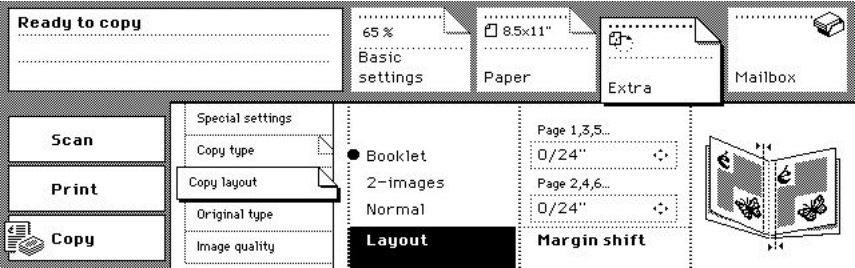
'Extra' Section



[84] 'Copy type' Card

'Copy type' card

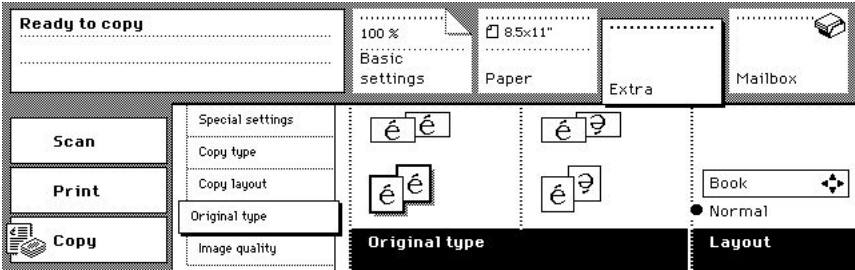
Function	Description of the function
'Copy type'	<p>The icons in the function box display the orientation of the information and the binding edge of the copies.</p> <p>If you place the originals in the automatic document feeder, the 'Original type' setting is passed on to the 'Copy type' setting.</p> <p>You can change the 'Copy type' setting, but you cancel the link between the settings.</p> <p>To restore the link, press the correction key C.</p> <p>The default 'Copy type' setting is used for a copy job on the platen.</p>



[85] 'Copy layout' Card

'Copy layout' Card

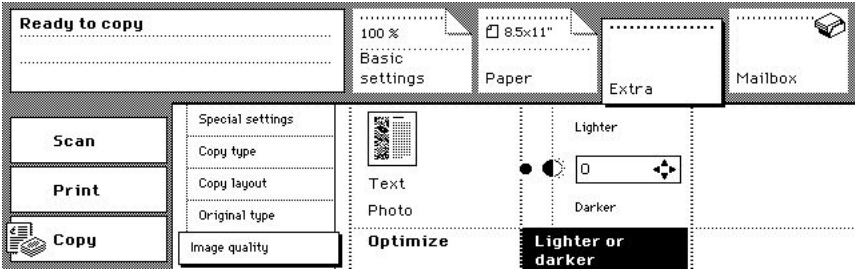
Function	Description of the function
'Layout'	<p>The 'Normal' value is the default setting.</p> <p>The 'Booklet' function allows you to create a finished booklet <i>'Create a booklet' on page 132</i>.</p> <p>The properties of the booklet are defined by the feed direction, the selected paper size and the orientation of the information on the originals.</p> <p>Four images are printed, by default, on one sheet of paper.</p> <p>Some settings are disabled by the 'Booklet' setting.</p> <p>See the result of the settings in the feedback box, next to the 'Copy type' function box.</p> <p>The '2-images' function allows you to copy two original pages on one side.</p>
'Margin shift'	<p>The 'Margin shift' function allows you to change the default margin settings for the front and the rear pages from + 25 mm down to - 25 mm.</p> <p>See the result of the settings in the feedback box, next to the 'Margin shift' function box.</p> <p>Check that the increased margins do not result in lost image information.</p>



[86] 'Original type' Card

'Original type' Card

Function	Description of the function
'Original type'	<p>The icons show the orientation of the information and the binding edge of the originals.</p> <p>When you place the originals in the automatic document feeder, the selected 'Original type' icon refers to the information detected by the automatic document feeder.</p> <p>The Océ VarioPrint 2070 Prémia Class passes the 'Original type' binding and orientation on to the 'Copy type' settings.</p> <p>When you change the 'Original type', you cancel the link between the automatic document feeder and the 'Original type' setting.</p> <p>To restore the link, press the Correction key C.</p> <p>The default setting is used for a copy job on the platen.</p>
'Layout'	<p>The 'Layout' allows you to copy book pages or covers. Both pages can be copied at the same time when you use the 'Book' setting. If necessary, you can copy only the left or right page or cover <i>'Copying a Book or Magazine' on page 136</i>.</p> <p>The 'Normal' value is the default setting. To select the settings 'Left', 'Right', press the Arrow keys ⇄.</p>



[87] 'Image quality' Card

'Image quality' Card

Function	Description of the function
'Optimize'	To improve the image quality, you can do the following tasks <i>Improve the image quality of a copy</i> on page 134: Select 'Photo', when the originals contain extensive photos. Select 'Text', when the originals are mainly text.
'Lighter or darker'	Use the 'Lighter or darker' function, to change the brightness of the images.



Note:
You can enter the Key Operator mode when you open the 'Special settings' card in the 'Extra' section. The Key Operator mode is protected and requires a password entry.

Common Copy Jobs

Copy one set of originals


Introduction


The automatic document feeder provides a rapid method to copy a set of copies that is identical to the originals.

When you place the originals in the automatic document feeder, the Océ VarioPrint 2070 Prémia Class performs as follows.

- Detects the dimensions and the feed direction of the originals.
- Matches the detected information to the copy settings.
- Selects the tray that holds paper of the correct size.
- Shows the selected size, in the 'Paper' section.

When you use the platen to copy A5/Us Std 5.5x8.5 or A3/Tabloid 11x17 originals, you must select the required paper.

The Océ VarioPrint 2070 Prémia Class selects the tray that matches the required paper size for the copies. If the paper orientation in this tray does not match the feed direction of the originals, the Océ VarioPrint 2070 Prémia Class rotates the image 90°. The rotation symbol  is shown in the 'Extra' section name box.


Press the Start key , to start your copy job.

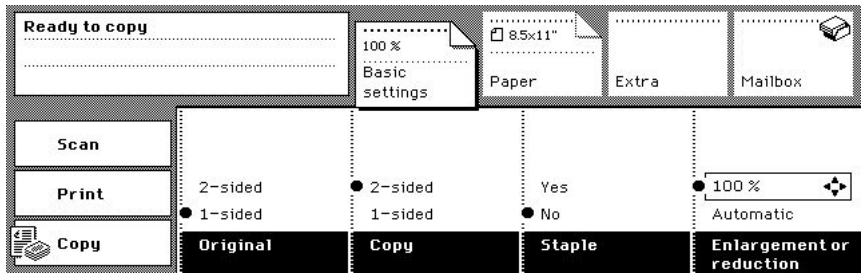
Before you begin

- The Key Operator can protect the access to the system, so that a credit card or a PIN can be required to enter the 'Copy' mode *'Access the Océ VarioPrint 2070 Prémia Class' on page 34*.
- Inspect your originals and make sure that all originals are standard. You can use the automatic document feeder for those originals. If one or more originals are non-standard, use the platen *'Prepare the copy job' on page 106*.
- If the originals are different sizes and types, sort the set of originals into separate job parts *'Prepare the copy job' on page 106*.

How to copy the originals with the automatic document feeder

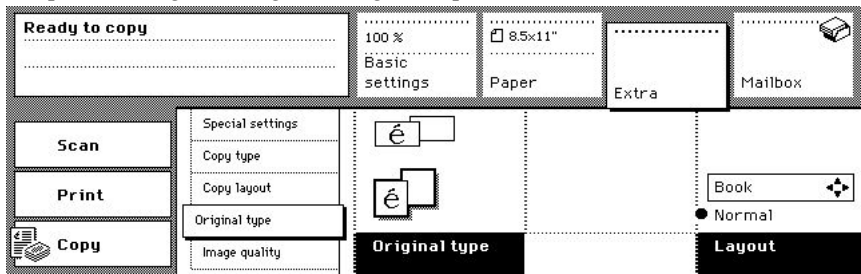
1. Collect the originals.
If necessary, remove the staples and the paper clips.

- 2. Place and align the originals face down in the automatic document feeder.
Follow the feed direction according to the dimensions and orientation of the information on the originals.
- 3. Select the 'Copy' mode .
The 'Basic settings' section opens automatically.

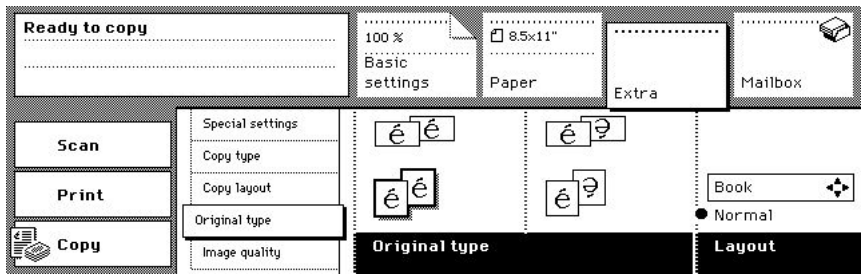


[88] The Basic section

- 4. Select '1-sided' or '2-sided' in the 'Original' and 'Copy' function boxes.
- 5. Select 'Yes' or 'No' in the 'Staple' function box.
- 6. Activate the 'Extra' section.
Open the 'Original type' card.
Keep the setting or change the original type.



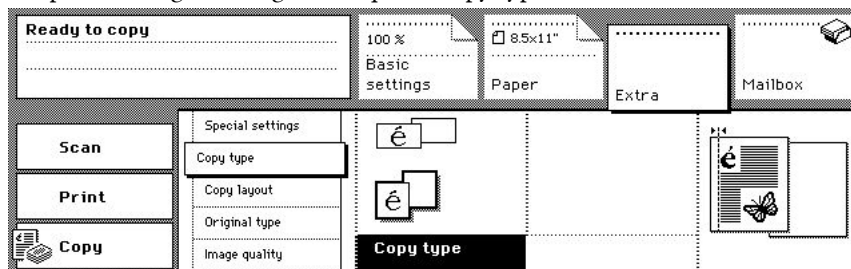
[89] The Original type card, when a 1-sided original is selected



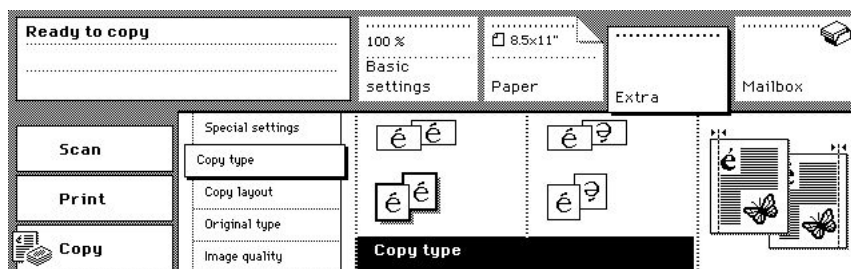
[90] The Original type card, when a 2-sided original is selected

- 7. Open the 'Copy type' card.


Keep the setting or change the required copy type.



[91] The Copy type card, when a 1-sided copy is selected



[92] The Copy type card, when a 2-sided copy is selected



8. Select the number of copies.
9. Press the Start key .




Note:

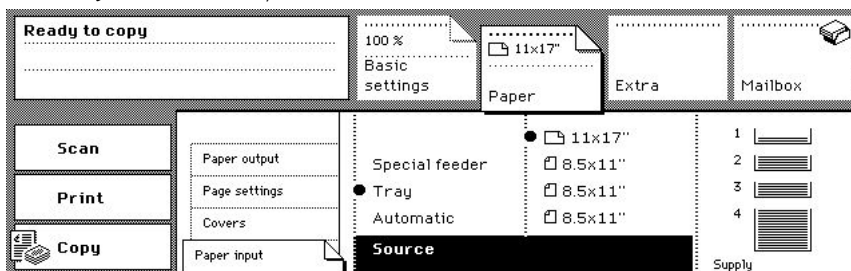
The output is sorted by set. If required, the Océ VarioPrint 2070 Prémia Class can sort the copies by page '[Sorting the Output](#)' on page 140.

How to copy an A4/Letter 8.5x11 original with the platen

1. Place and align the original face down on the platen.
Use the long-edge feed direction.
2. Select the 'Copy' mode .
The 'Basic settings' section opens automatically.
3. Select '1-sided' in the 'Original' and 'Copy' function boxes.
4. Select 'No' in the 'Staple' function box.
5. Select the number of copies.
6. Press the Start key .

How to copy an A3/Tabloid 11x17 original with the platen

1. Place and align the original face down on the glass plate.
Use the short-edge feed direction.
2. Select the 'Copy' mode .
The 'Basic settings' section opens automatically.
3. Select '1-sided' in the 'Original' and 'Copy' function boxes.
4. Select 'No' in the 'Staple' function box.
5. Activate the 'Paper' section.
Make sure that the 'Paper input' card is open.
6. Select A3/Tabloid 11x17 in the 'Source' function box.



[93] Select A3/Tabloid 11x17




Note:

If the trays do not contain A3/Tabloid 11x17 paper, you can add A3/Tabloid 11x17 paper to tray 1 *'Add paper to the paper trays'* on page 178.




Note:

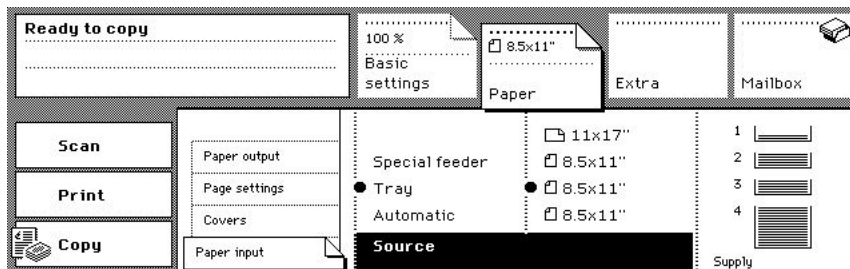
When the required size is not A3/Tabloid 11x17, you must adjust the 'Enlargement or reduction' *'Make an enlarged or reduced copy'* on page 126.

7. Select the number of copies.
8. Press the Start key .

How to copy an A5/Us Std 5.5x8.5 original with the glass plate

1. Place and align the original face down on the platen.
Use the long-edge feed direction.
2. Select the 'Copy' mode .
The 'Basic settings' section opens automatically.
3. Select '1-sided' in the 'Original' and 'Copy' function boxes.
4. Select 'No' in the 'Staple' function box.

5. Activate the 'Paper' section.
Make sure that the 'Paper input' card is open.
6. Select A5/Us Std 5.5x8.5 in the 'Source' function box.



[94] Select A5/Us Std 5.5x8.5




Note:

If the trays do not contain A5/Us Std 5.5x8.5 paper, you can add A5/Us Std 5.5x8.5 paper to tray 1 *'Add paper to the paper trays'* on page 178.



Note:

When the required size is not A5/Us Std 5.5x8.5, you must adjust the 'Enlargement or reduction' *'Make an enlarged or reduced copy'* on page 126.




7. Select the number of copies.
8. Press the Start key .

Copy separate job parts

Introduction

You must sort the set of originals to make separate job parts if the set of originals has more than one original type *'Prepare the copy job'* on page 106.


When starting a copy job with separate job parts, proceed as follows:


- Prepare the first job part.
- Enter the settings for the required copy.
- Enter the settings for the first job part.
- Press the combine key .
- Prepare the next job part.
- Enter the settings for the next job part.
- Press the combine key .
- Press the Start key .

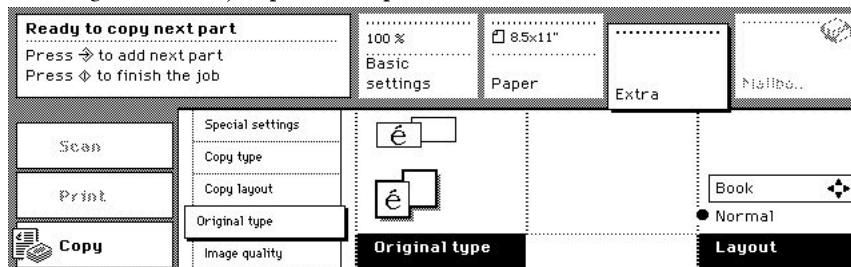
Before you begin

- Inspect the originals and make separate job parts *'Prepare the copy job'* on page 106.


How to copy separate job parts

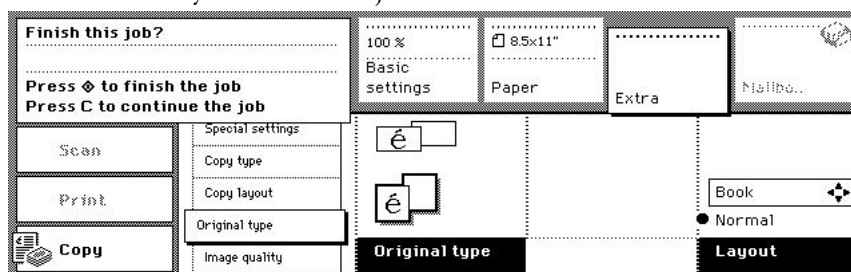
1. Collect the job parts.
2. Place the originals of the first job part, face down in the automatic document feeder or on the platen.
Follow the feed direction according to the dimensions and orientation of the information on the originals of the job part.
3. Select the 'Copy' mode .
The 'Basic settings' section opens automatically.
4. Enter the settings for the required copy.
 - Select '1-sided' or '2-sided' in the 'Copy' function box of the 'Basic settings' section.
 - Select 'Yes' or 'No' in the 'Staple' function box.
 - Activate the 'Extra' section.
Open the 'Copy type' card.
Keep the setting or change the copy type.
 - Select the number of copies.
5. Enter the settings for the job part.
 - Select '1-sided' or '2-sided' in the 'Original' function box of the 'Basic settings' section.

- Activate the 'Extra' section.
Open the 'Original type' card.
Keep the setting or change the original type.
6. Press the Combine key .
- The originals of the job part are copied.




[95] Copy subsequent job part

7. Repeat steps 2, 5 and 6 for each subsequent job part.
8. Press the Start key  to finish the job.



[96] Finish the job

9. Press the Start key  to confirm the end of the job.



Note:

The request, to confirm the end of the job, can be disabled by the Key operator.

Make an enlarged or reduced copy

Introduction

If you copy with the automatic document feeder to produce an enlarged or reduced copy, select the required size.

The Océ VarioPrint 2070 Prévia Class will automatically adjust an enlargement or reduction.

If you copy on the platen, adjust the size and an enlargement or reduction, to produce an enlarged or reduced copy.




Note:

The Océ VarioPrint 2070 Prévia Class permits the use of originals with dimensions that are not configured on the machine. However, the automatic document feeder cannot detect these sizes. You must adjust the enlargement or reduction in order to copy these originals.

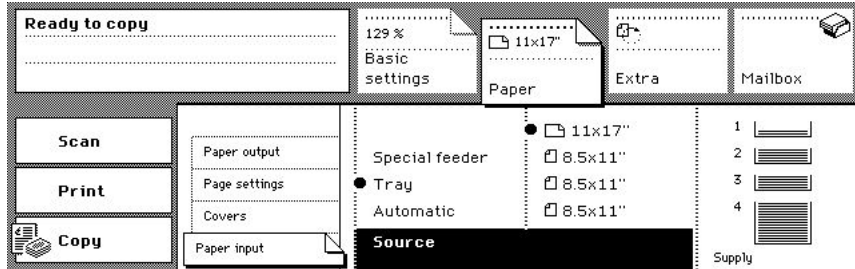
Before you begin

First make a test copy to check your copy settings, especially for a large job. Make sure that the settings do not result in the loss of image information or grey borders.


How to make an enlarged or reduced copy with the automatic document feeder

1. Place and align the originals face down in the automatic document feeder.
Follow the feed direction according to the dimensions and orientation of the information on the originals.
2. Select the 'Copy' mode .
The 'Basic settings' section opens automatically.
3. Select '1-sided' or '2-sided' in the 'Original' and 'Copy' function boxes.
4. Select 'Yes' or 'No' in the 'Staple' function box.
5. Activate the 'Paper' section.
Make sure that the 'Paper input' card is open.
6. Select the required size and orientation in the 'Source' function box.
The selected size is shown in the 'Paper' section.


The enlargement or reduction is adjusted automatically and is displayed in the 'Basic settings' section.

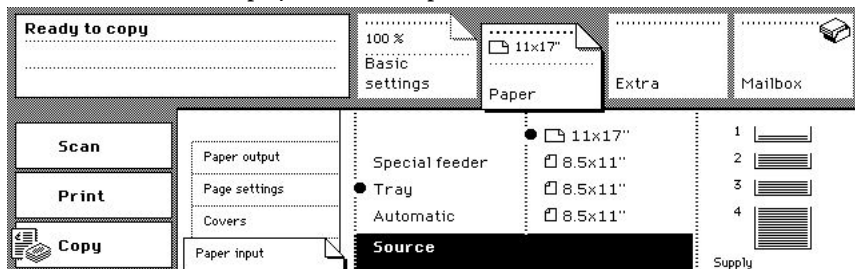


[97] Select the size. The enlargement or reduction is adjusted automatically

7. Activate the 'Extra' section.
Open the 'Original type' card.
Keep the setting or change the original type.
8. Open the 'Copy type' card.
Keep the setting or change the copy type.
9. Select the number of copies.
10. Press the Start key .

How to make an enlarged or reduced copy with the platen

1. Place and align the original face down on the platen.
Follow the feed direction according to the dimensions of the original.
2. Select the 'Copy' mode .
- The 'Basic settings' section opens automatically.
3. Select '1-sided' in the 'Original' and 'Copy' function boxes.
4. Select 'No' in the 'Staple' function box.
5. Activate the 'Paper' section.
Make sure that the 'Paper input' card is open.
6. Select the required size and orientation in the 'Source' function box.
The selected size is displayed in the 'Paper' section.



[98] Select the paper size. The enlargement and reduction is not adjusted automatically

7. Activate the 'Basic settings' section.

Adjust the 'Enlargement or reduction'.

The 'Enlargement or reduction' is shown in the 'Basic settings' section.

Use the Arrow keys ◀ or ▶ to select one of the pre-set values.

Ready to copy		129 % Basic settings		11x17" Paper	Extra	Mailbox
Scan						
Print	2-sided <input checked="" type="radio"/> 1-sided	2-sided <input type="radio"/> 1-sided	Yes <input checked="" type="radio"/> No	129 % Automatic		
Copy	Original	Copy	Staple	Enlargement or reduction		

[99] Select the enlargement and reduction

8. Select the number of copies.
9. Press the Start key ◊.

Copy on special material

Introduction

You can use the following materials for the copy jobs *'Input Trays and Output Bins'* on page 192.

- Paper from the trays.
- Special paper that you place in a tray for the current job.
- Special material that you insert in the special feeder for the current job.


Make sure that you place the special material correctly *'Add paper to the paper trays'* on page 178 *'Add paper to the special tray'* on page 182.

The key operator can lock the paper-compartment door or disable the special tray. When the special tray is disabled you cannot select the special tray in the display screen.

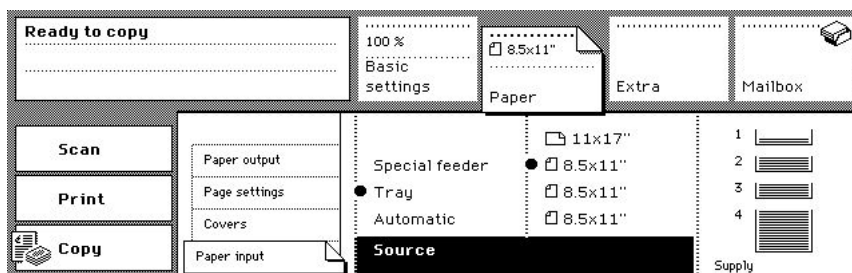
Before you begin

- Make sure that the special material is with the correct specifications *'Input Trays and Output Bins'* on page 192.


Copying on special material placed in a paper tray

1. Open the paper-compartment door and place the required paper. Close the door.
2. Place and align the originals face down in the automatic document feeder.
Follow the feed direction according to the dimensions and orientation of the information on the originals.
3. Select the 'Copy' mode .
The 'Basic settings' section automatically opens.
4. Select '1-sided' or '2-sided' in the 'Original' and 'Copy' function boxes.
5. Select 'Yes' or 'No' in the 'Staple' function box.
6. Activate the 'Paper' section.
Make sure that the 'Paper input' card is open.
7. Select the loaded tray in the 'Source' function box.

The enlargement or reduction is automatically adjusted and displayed in the 'Basic settings' section.



[100] Select the tray that has the special paper


8. Activate the 'Extra' section.
Open the 'Original type' card.
Keep the setting or change the original type.
9. Open the 'Copy type' card.
Keep the setting or change the copy type.
10. Select the number of copies.
11. Press the Start key .



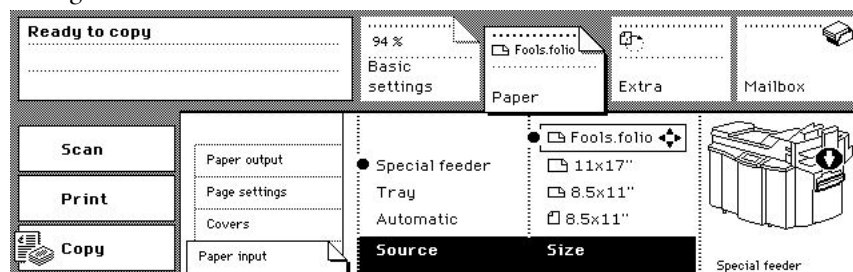
Note:

You can use the platen to copy the originals on the special material. Remember that the enlargement or reduction is not adjusted automatically *'Make an enlarged or reduced copy'* on page 126.

Copying on special material inserted in the special feeder

1. Place and align the original face down in the automatic document feeder .
Follow the feed direction according to the dimensions and orientation of the information on the original.
2. Insert the special material in the special feeder.
The face-down side is copied.
3. Select the 'Copy' mode .
4. Activate the 'Paper' section.
Make sure that the 'Paper input' card is open.
5. Select 'Special feeder' .
6. Select the required size and orientation of the inserted material in the 'Size' function box.
The upper icon provides non-standard sizes to select.

The enlargement or reduction is automatically adjusted and is displayed in the 'Basic settings' section.



[101] Select the special tray and the size of the required material

7. Activate the 'Basic settings' section.
8. Select '1-sided' or '2-sided' in the 'Original' function box.
When copying 2-sided on the special material, feed the sheet into the special tray a second time.



Note:

The 'Staple' and 'Copy' functions are locked.

9. Select the number of copies.
10. Press the Start key
11. Close the special tray.



Note:

You can use the platen to copy the originals on the special material. Remember that the enlargement or reduction is not adjusted automatically *Make an enlarged or reduced copy* on page 126.

Create a booklet

Introduction

A booklet is a copied report that has a book format. The Océ VarioPrint 2070 Prémia Class copies four images on one copy sheet to create a booklet. You must fold the copied sheets to create your booklet. The sequence of the pages in the booklet is according to the sequence you feed the originals.


The booklet function includes several pre-set settings.

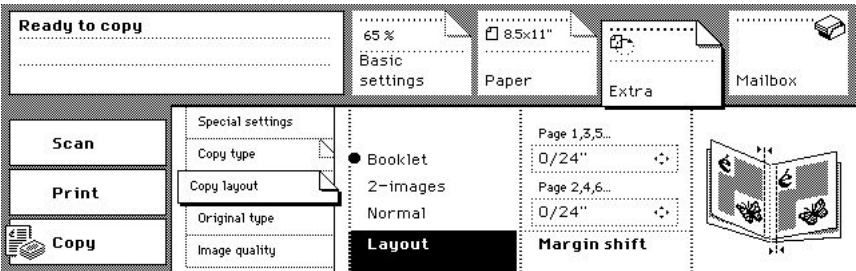
To create a booklet from originals that are book or magazine pages, you can use the book copying functionality *'Copying a Book or Magazine' on page 136.*

Before you begin

- If the originals are different sizes and types, sort the set of originals into separate job parts *'Copy separate job parts' on page 124.*

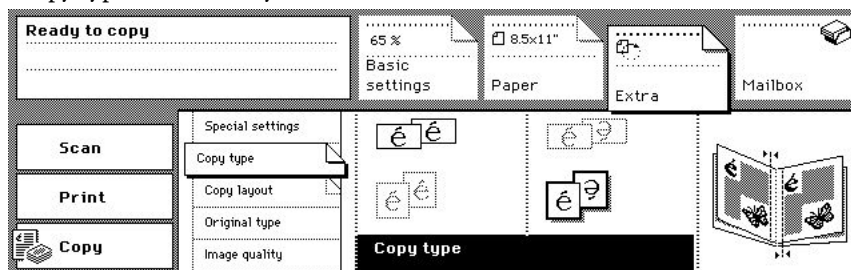
Creating a booklet

1. Place the originals face down in the automatic document feeder.
Follow the feed direction according to the dimensions and orientation of the information of the originals.
2. Select the 'Copy' mode .
The 'Basic settings' section automatically opens.
3. Select '1-sided' or '2-sided' in the 'Original' function box.
4. Activate the 'Extra' section.
Open the 'Original type' card.
Keep the setting or change the original type.
5. Activate the 'Extra' section.
Open the 'Copy layout' card.
6. Select 'Booklet'.

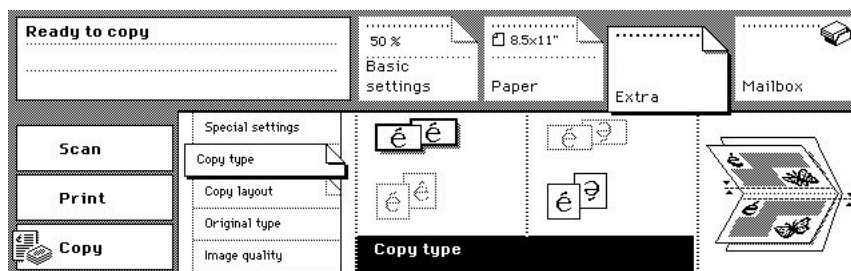


[102] Select Booklet


7. Activate the 'Paper' section.
Open the 'Covers' card.
If the booklet needs covers, enter the settings in the 'Cover' function box.
8. Activate the 'Extra' section.
9. Open the 'Copy type' card.
Keep or change the layout of the booklet. To change the booklet layout, press the related 'Copy type' function key. The feedback box shows the result.



[103] Keep the layout of the booklet



[104] Change the layout of the booklet

10. Select the number of booklets.
11. Press the Start key .



Note:

Some settings are locked by the Booklet selection.



Note:

The dimensions of the booklet will change if you select a different paper size *'Make an enlarged or reduced copy'* on page 126. The size reduction of the image is displayed in the 'Basic settings' section.

Improve the image quality of a copy

Introduction

The Océ VarioPrint 2070 Prémia Class uses proven technology to detect photos, rasters and fine lines on the originals. Do not adjust the default quality settings unless you need to create an image of deviating quality.


Check and, if necessary, adjust the settings for the following originals:

- Originals containing extensive photos.
- Originals that are mainly text.

Before you begin

- To check your image quality setting, make a test copy before you start a copy job with multiple sets.

Copying a photo with the glass platen

1. Place and align the photo face down on the platen.
Follow the feed direction according to the dimensions of the photo.
2. Select the 'Copy' mode .
The 'Basic settings' section automatically opens.
3. Select '1-sided' in the 'Original' and 'Copy' function boxes.
4. Select 'No' in the 'Staple' function box.
5. Activate the 'Paper' section.
Make sure that the 'Paper input' is open.
6. Select the size and orientation of the required paper in the 'Source' function box.
Make sure that the orientation of the paper matches the feed direction of the photo.

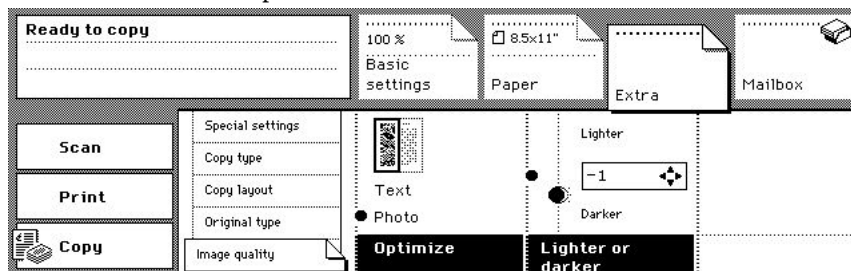


Note:

If the size of the required paper does not match the dimensions of your photo, adjust the enlargement or reduction *'Make an enlarged or reduced copy'* on page 126.

7. Activate the 'Extra' section.
Make sure that the 'Image quality' card is open.


8. Select 'Photo' in the 'Optimize' function box.



[105] Select Photo to improve the image quality

9. Use the arrow keys \diamond to adjust the 'Lighter or darker' value from 2 down to -2.
10. Select the number of copies.
11. Press the Start key \diamond .

How to improve the image quality if the originals are mainly text

1. Place and align the originals face down into the automatic document feeder.
Follow the feed direction according to the dimensions and orientation of the information of the originals.
2. Select the 'Copy' mode .
The 'Basic settings' section opens automatically.
3. Select '1-sided' or '2-sided' in the 'Original' and 'Copy' function boxes.
4. Select 'Yes' or 'No' in the 'Staple' function box.
5. Activate the 'Paper' section.
Make sure that the 'Paper input' is open.
6. Select the size of the required paper in the 'Source' function box.
7. Activate the 'Extra' section.
Make sure the 'Image quality' card is open.
8. Select 'Text' in the 'Optimize' field.
9. Use the Arrow keys \diamond to adjust the 'Lighter or darker' value from 2 down to -2.
10. Select the number of copies.
11. Press the Start key \diamond .

Copying a Book or Magazine

Introduction

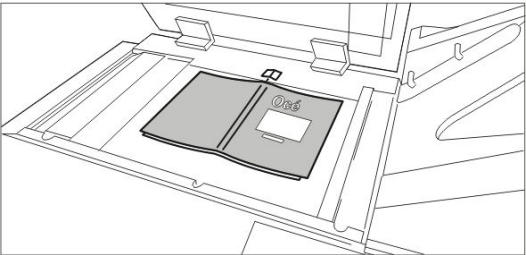
From the platen, you can copy pages of books and originals enclosed within magazines. Two pages can be copied at the same time when you use the book copying function. It is not necessary to change the position of the book on the platen to copy both pages.

If required, the Océ VarioPrint 2070 Prémia Class enables you to copy only one page or cover of the book.

To create a booklet, you can combine the book copying and booklet function *'Create a booklet'* on page 132.

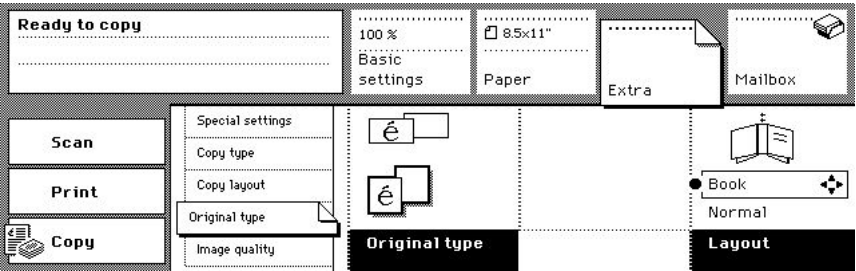
How to copy two pages of a book

- 1. Place and align the book face down on the platen.
Make sure that the binding of the book points to the symbol on the edge of the platen.



[106] Align the book face down on the platen

- 2. Select the 'Copy' mode.
The 'Basic settings' section opens automatically.
- 3. Select '1-sided' or '2-sided' in the 'Print' function boxes.
- 4. Activate the 'Extra' section.
- 5. Open the 'Original type' card.
- 6. Select 'Book' in the 'Layout' function box.



[107] Select Book copying



Note:

Some settings are pre-set by the book copying selection.

7. Select the number of copies.
8. Press the key.

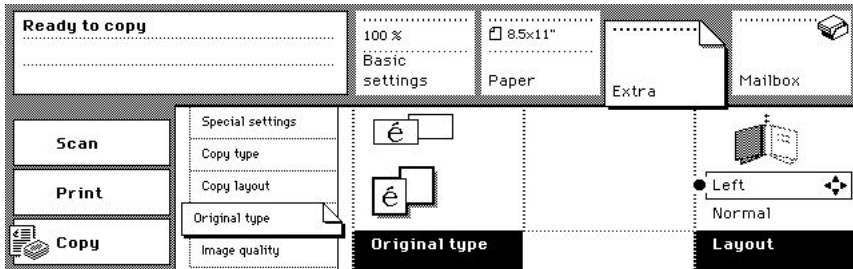


Note:

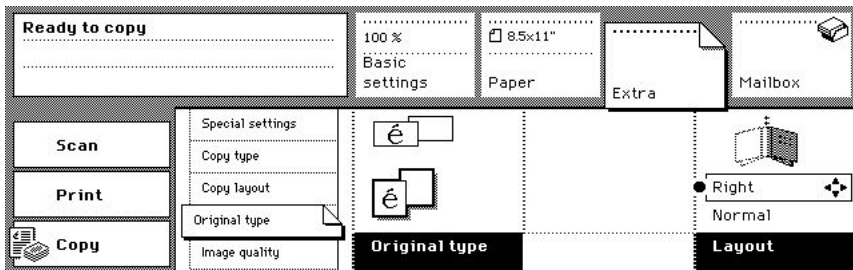
When the required page size is not A4/Letter 8.5x11", you must adjust the 'Enlargement or reduction' and select the tray that contains the required size *Make an enlarged or reduced copy* on page 126.

How to copy one page of a book

1. Place and align the book face down on the platen.
Make sure that the binding points to the symbol on the edge of the platen.
2. Select the 'Copy' mode.
The 'Basic settings' section opens automatically.
3. Select '1-sided' or '2-sided' in the 'Print' function boxes.
4. Activate the 'Extra' section.
5. Open the 'Original type' card.
6. Press the Arrow keys to select 'Left' or 'Right' in the 'Layout' function box.



[108] Select 'Left'



[109] Select 'Right'




Note:

When you select 'Left', the page at the left side of the platen will be scanned.









Note:

Some settings are pre-set by the book copying selection.

7. Select the number of copies.
8. Press the  key.

How to make a booklet with book copying

1. Place and align the covers of the book face down on the platen.
Make sure that the binding points to the symbol on the edge of the platen and the front cover is at the left side of the platen.
2. Select the 'Copy' mode.
The 'Basic settings' section opens automatically.
3. Activate the 'Extra' section.
4. Open the 'Original type' card.
5. Select 'Book' in the 'Layout' function box.
6. Press the Arrow keys  to select 'Left' in the 'Layout' function box.
7. Open the 'Copy layout' card.
8. Select 'Booklet'.
9. Activate the 'Paper' section, if the required page size does not change.
Select A3/Tabloid 11x17 if the page size of the original and the required page size of the copy are A4/Letter 8.5x11.
Select A4/Letter 8.5x11 if the page size of the original and the required page size of copy are A5/Us Std 5.5x8.5.
10. Activate the 'Basic settings' section, if the required page size changes.
Select 71% if the page size of the original is A4/Letter 8.5x11 and the required page size of the copy is A5/Us Std 5.5x8.5.
11. Press the Combine key  to scan the front cover.
12. Open the book. Place and align the opened book or magazine face down on the platen.
13. Open the 'Original type' card.
14. Select 'Book' in the 'Layout' function box.
15. Press the Combine key  to scan both pages.
16. Repeat steps 12 and 15 for each subsequent pair of book pages.
17. Repeat steps 12 and 15 for the last page and the back side of the back cover.
18. Place and align the covers of the book face down on the platen.
19. Press the Arrow keys  to select 'Right' in the 'Layout' function box.

20. Press the Combine key  to scan the back cover.
21. Press the  key to finish the job.



Note:

You can include covers, if required.

Sorting the Output




Introduction

When Océ VarioPrint 2070 Prémia Class ejects standard copies into the finisher bin, each subsequent set is moved backward or forward with respect to the previous set in the finisher bin. This makes it possible to separate the different sets.

The Océ VarioPrint 2070 Prémia Class sorts the output by set. This means that a set represents a set of scanned originals.

If required, you can sort the output by page. Then, each set of copies represents one scanned single-sided or double-sided original.

Sort by Set or Sort by Page

	Description
	Set of originals
	Copies, sorted by set
	Copies, sorted by page



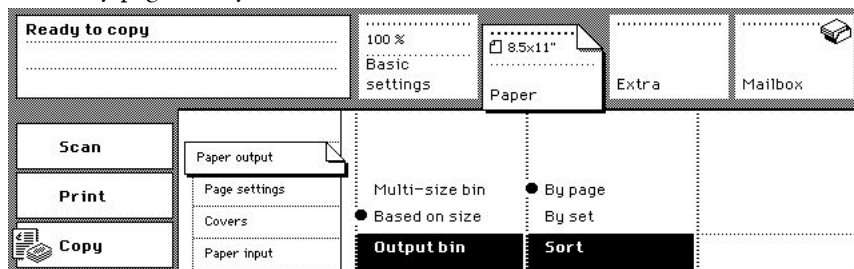
Note:

You can use the sorting function for all output bins, but only the finisher can move the subsequent sets in a different direction.

How to Sort the Output

1. Place and align the originals face down in the automatic document feeder.
Follow the feed direction according to the dimensions and orientation of the information on the originals.
2. Select the 'Copy' mode.
The 'Basic settings' section opens automatically.
3. Enter the settings for your job.

4. Activate the 'Paper' section.
5. Open the 'Paper output' card.
6. Select 'By page' or 'By set' in the 'Sort' function box.



[113] Sort the output

Stopping or Correcting a Copy Job

Introduction

A copy job has the following phases *'Copy jobs in this manual'* on page 104.

- 1. The information of the originals is scanned, digitized and converted into an image.
- 2. The images are printed.
- 3. The bins collect the sets.


The table below displays the actions to take if you stop or correct a phase:

If	Then
You notice an incorrect setting for the copy job	Correct the copy job settings.
The scan process of a job or a job part fails (phase 1)	Stop the scanning process.
The printed sets are incorrect and the job is not yet finished (phase 2 and 3)	Stop the printing process.




Note:
You can interrupt the copy process before it has finished in order to start a new job. The suspended job is continued after the new job is finished *'Interrupt a copy job'* on page 144.


Correcting: When you define the copy job settings

If you press the correction key 	Then
Once	The Océ VarioPrint 2070 Prémia Class restores the default settings.




Stopping: During the scanning process

If you press the correction key 	Then
Once	The Océ VarioPrint 2070 Prémia Class cancels the copy job.

Stopping: During the scanning process of job parts



If you press the correction key 	Then
Twice	The Océ VarioPrint 2070 Prémia Class deletes all job parts.

Stopping: during the printing process

If you press the stop key 	Then
Once	The Océ VarioPrint 2070 Prémia Class stops the job after the current set is complete. If required, press the start key  to continue the job.
Twice	The Océ VarioPrint 2070 Prémia Class immediately stops the job. If required, press the start key  to continue the job.
Three times	The Océ VarioPrint 2070 Prémia Class aborts the copy job.

Interrupt a copy job

Introduction

- The interrupt mode allows you to begin another job while a job with many sets is processed. The procedure to interrupt a job is as follows:
- The interrupt key  is pressed to enter the interrupt mode.
 - The current copy job stops after the printing of the current set is complete.
The previously digitized information and the job settings are stored in the machine's memory.
 - One or more copy, print or scan jobs can be started.
 - The interrupt key  is pressed to quit the interrupt mode.
 - The suspended copy job continues.



Note:
The Key Operator can disable the interrupt mode.




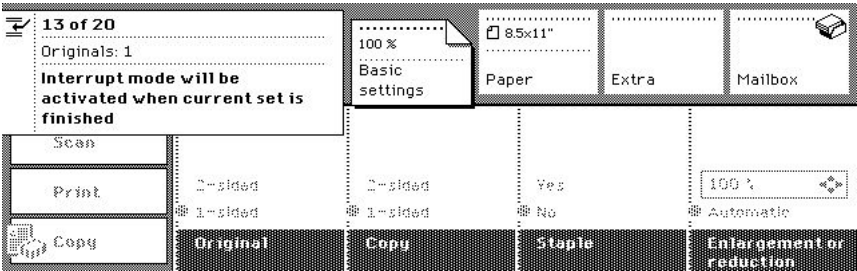
Note:
If a copy control device or an external finisher is connected to the Océ VarioPrint 2070 Prémia Class, the interrupt mode is not available.

Before you begin


- You can only enter the interrupt mode when the Océ VarioPrint 2070 Prémia Class processes a job. The message box informs you when the Océ VarioPrint 2070 Prémia Class accepts the interrupt mode request.




Interrupting a copy job

1. Press the interrupt key  while a copy job is processing.






[114] Press the interrupt key

- Wait until the interrupt symbol  is displayed in the message box.


 Ready to copy Press  to quit the Interrupt mode		100 % Basic settings	8.5x11" Paper	Extra	 Mailbox
Scan Print Copy	2-sided <input checked="" type="radio"/> 1-sided	<input checked="" type="radio"/> 2-sided <input type="radio"/> 1-sided	Yes <input checked="" type="radio"/> No	100 % <input checked="" type="radio"/> Automatic	
	Original	Copy	Staple	Enlargement or reduction	


[115] The interrupt mode is entered

- Enter the settings for a new job.
- Press the start key  to start the new job.

 2 of 5 Originals: 1		100 % Basic settings	8.5x11" Paper	Extra	 Mailbox
Scan Print Copy	2-sided <input checked="" type="radio"/> 1-sided	<input checked="" type="radio"/> 2-sided <input type="radio"/> 1-sided	Yes <input checked="" type="radio"/> No	100 % <input checked="" type="radio"/> Automatic	
	Original	Copy	Staple	Enlargement or reduction	

[116] Start a job in the interrupt mode

- Repeat steps 3 and 4 for each subsequent job, if present.
- Press the interrupt key  to quit the interrupt mode.
The suspended copy job will continue.

5 of 20 Originals: 1 The suspended job continues		100 % Basic settings	8.5x11" Paper	Extra	 Mailbox
Scan Print Copy	2-sided <input checked="" type="radio"/> 1-sided	<input checked="" type="radio"/> 2-sided <input type="radio"/> 1-sided	Yes <input checked="" type="radio"/> No	100 % <input checked="" type="radio"/> Automatic	
	Original	Copy	Staple	Enlargement or reduction	


[117] The suspended job continues



Note:

The Océ VarioPrint 2070 Prémia Class automatically quits the interrupt mode two minutes after the last job.

Stopping or correcting a job in the interrupt mode

If you press	Then
The correction key C	You can: <ul style="list-style-type: none">■ Reset the settings.■ Quit the interrupt mode.
The stop key 	You can: <ul style="list-style-type: none">■ Stop the job.■ Delete the job.

Chapter 4

The Scan Function

Scan jobs in this manual

Introduction

The scan mode of the Océ VarioPrint 2070 Prémia Class provides a method to convert the image information on paper to a digital format. The Océ VarioPrint 2070 Prémia Class uploads the generated file to a scan server.

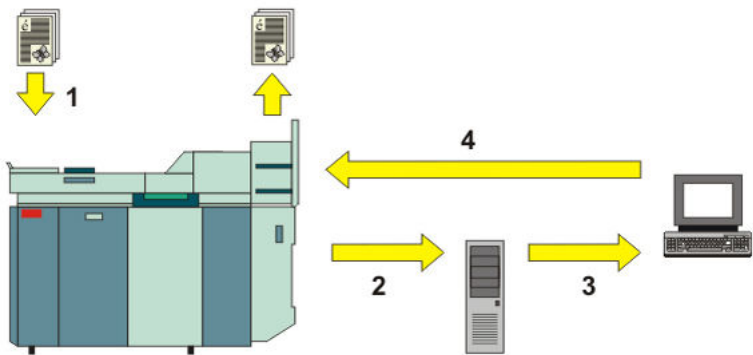
To process the scan files, you can perform the following tasks

- Fax the file.
- Send the file as attachment to your E-mail address (Scan-to-email).
- Convert the file into another format.
- Print the file.
- Archive the file.

The Océ VarioPrint 2070 Prémia Class supports the Adobe Portable Document Format (PDF) and the TIFF format for the scan jobs.

The Océ Intra Logic application allows you to manage the scanned files. For example, you can convert the image code to character code, and open the file in a text editor.

Scan process on the Océ VarioPrint 2070 Prémia Class



[118] The scan process on the Océ VarioPrint 2070 Prémia Class

Stage	Description
1	The originals are placed in the automatic document feeder or on the platen, in one or more job parts.

Stage	Description
2	The information is scanned, digitized and converted in a scan file. The generated file is uploaded to the Intra Logic server, a scan server or an e-mail server.
3	You have control of the scan files.
4	The file is ready to print.

Information about scan jobs

Chapter	Information
About the scan profiles	<ul style="list-style-type: none"> ■ Definition of a scan profile. ■ Use a scan profile.
Prepare the scan job	<ul style="list-style-type: none"> ■ The definition of standard and non-standard originals. ■ The document types. ■ Split the jobs into job parts. ■ Place the originals.
Types of the scan job settings	<ul style="list-style-type: none"> ■ The available settings in the scan mode.
Common Scan Jobs	<ul style="list-style-type: none"> ■ Scan one set of originals. ■ Scan separate job parts. ■ Scan-to-email. ■ Make an enlarged or reduced digital document. ■ Improve the image quality. ■ Stop or correct a scan job.

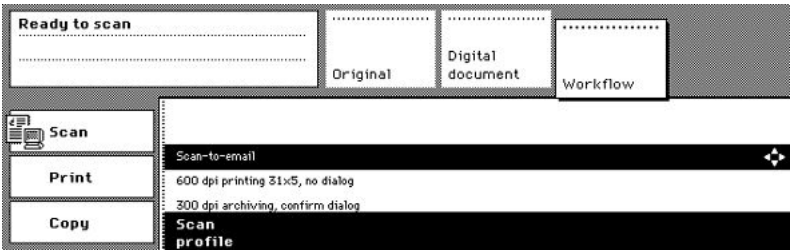
About the Scan Profiles

Introduction

A scan profile is a collection of pre-set settings for scan jobs.

The scan-profile list displays the following scan profiles.

- The Océ default scan profiles.
The scan files are sent to a directory on the scan server.
- The Scan-to-email scan profile.
The scanned document will be sent as attachment to your E-mail address.
- The scan profiles, defined by your System administrator.
The scan files are sent to a directory of the scan server.
- The public scan profiles, generated by the Océ Intra Logic application.
The scan files are sent to the public scan directory on the Intra Logic scan server. You can retrieve the files through the Océ Intra Logic application.
- The personal scan profiles, generated by the Océ Intra Logic application.
The scan files are sent to your personal scan directory on the Intra Logic scan server. You can retrieve the scan files through the Océ Intra Logic application.



[119] A list of available scan profiles


When you run the Océ Intra Logic application, you can do the following tasks.

- Activate your own personal scan profile.
- View and manage your scanned files.

Description of a scan profile

The scan profile defines the name, the format, and the resolution for the generated file. The compression mode is also a part of the scan profile definition. You can make your personal scan profile, when you run the Océ Intra Logic application. The personal scan profiles contain the network user names of the users. The personal scan profiles represent the main standard scan job settings.

When your scan job must have special requirements, you can refer to the table below, to select a scan profile.

Component	Selection
Format	<ul style="list-style-type: none"> ■ Select the TIFF format, if you require a general format, compatible with a range of graphical applications. Remember that a TIFF file can be large in size. ■ Select the PDF format, if you require a format compatible with the Acrobat applications. A PDF file is a file with compressed graphics and text. This format matches all print systems and is common in the Internet environment.
Resolution	<ul style="list-style-type: none"> ■ Select 300 dpi to view or archive the generated file. ■ Select 600 dpi to print or edit the generated file. <p> Note: If required, you can change the resolution for your scan job.</p>
Compression mode	<ul style="list-style-type: none"> ■ Select CCITT.T4 (Group 3 1D Modified Huffman) to process the file in a graphical environment. ■ Select CCITT.T6 (Group 4 2D) for archive or data network (fax) purposes.

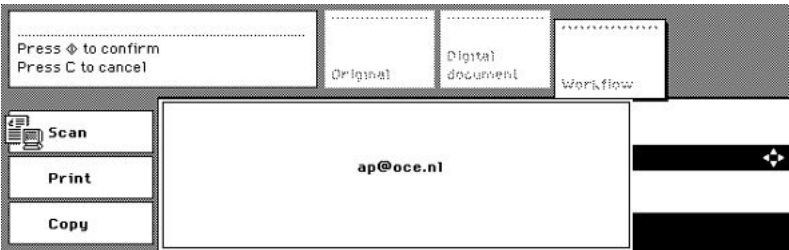
Default scan profile

There is no default scan profile. The scan profiles are displayed in alphabetical sequence. The first profile of the list is selected when the system starts.

Scan-to-email

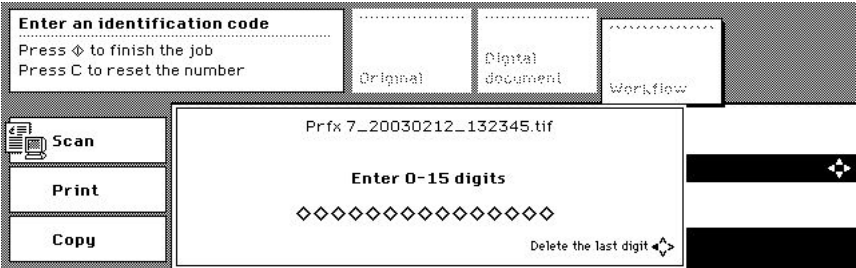
When you want to send your scanned document to your E-mail address, select the Scan-to-email scan profile.

To enable the Océ VarioPrint 2070 Prémia Class to send your job to the correct E-mail address, you must identify yourself. There is a data service involved that stores the matching E-mail address. When the identification code is correct, your E-mail address is shown and you can start the job *'Scan-to-email'* on page 166.



[120] Confirm the E-mail address

Scan file name




[121] Enter an identification code for a scan job

The name of the generated file can be composed of one or more elements.
To identify your scan files, you can be requested to enter one or several codes. The codes will be a part of the scan file name.

Elements
The date and the time of the scan process.
An identification code, that you must enter before the scan job can start.
The System administrator or an application can identify your file by the entered number. The code can also refer to a fax number. The generated document can be faxed to this number.
A prefix, that contains the network user name.
A prefix, that has been defined by the System administrator or by the Océ Intra Logic application.

Preparing the Scan Job

Introduction

When preparing a scan job, first inspect your originals. If the originals are different sizes and types, sort the set of originals into separate job parts. Each job part requires a different setting profile. The combine key  allows you to create one assembled scan job from the separate job parts.

The Océ VarioPrint 2070 Prémia Class has two input locations for your originals, the automatic document feeder and the platen.

Standard originals

A standard original represents:
A standard size (A3/Tabloid 11x17, A4/Letter 8.5x11 or A5/Us Std 5.5x8.5)
A standard weight (60 -170 g/m ²)

Non-standard originals


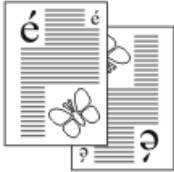

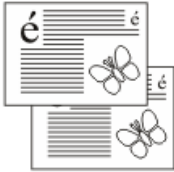
A non-standard original represents:
A page of a book
A curled or damaged original
A non-standard size (not A3/Tabloid 11x17, A4/Letter 8.5x11 or A5/Us Std 5.5x8.5)
A non-standard weight (less than 60 g/m ² or more than 170 g/m ²)

Job parts

When the set of originals has more than one original type, make separate job parts. Then, enter the settings for each job part.

Split the set of originals in separate job parts, when the set of originals contains:
One or more non-standard originals
More than 50 A4/Letter 8.5x11, 50 A5/Us Std 5.5x8.5 or 35 A3/Tabloid 11x17 originals
Different document types
Different paper sizes

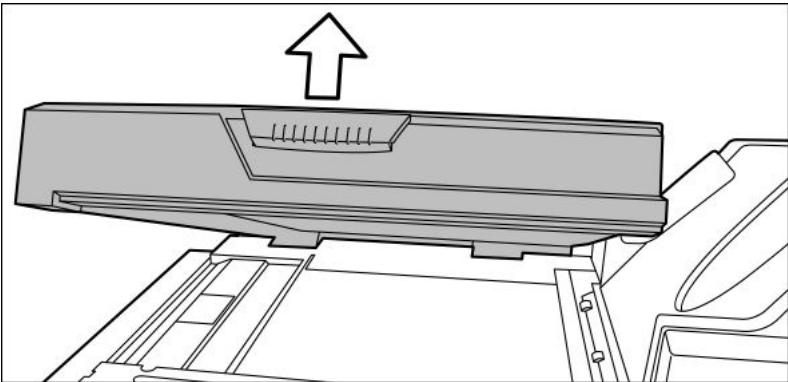
Document types

Orientation of the information on the originals	Description of binding	
	Long-edge	Short-edge
Portrait		
Landscape		

Input of the originals

The Océ VarioPrint 2070 Prémia Class has two input locations for the originals.

Location	Description
Automatic document feeder	Location, to scan one or more standard originals, 1-sided or 2-sided.
Platen	Location, to scan one non-standard original at a time.



[126] Access to the platen

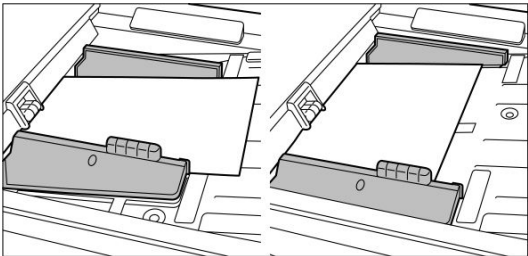


Note:
Make two job parts for your scan job, when you have one 2-sided non-standard original, to scan from the platen.

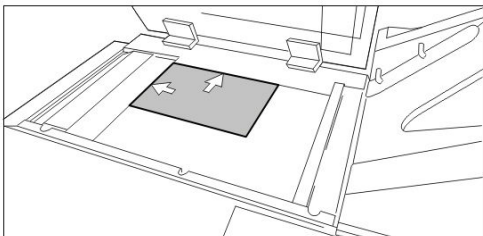
Insert the originals

You can place the originals in a long-edge feed direction or in a short-edge feed direction. The alignment of the original on the platen refers to the feed direction in the automatic document feeder.

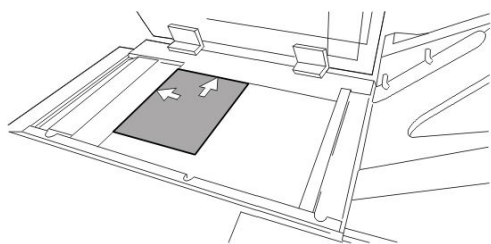
To insert the originals, proceed as follows.	
Hold the originals, face-up in reading direction.	
Turn the original over, in anti-clockwise direction.	
Keep the originals face-down, to insert.	



[127] Short-edge feed direction (left) and long-edge feed direction (right) of the originals in the automatic document feeder



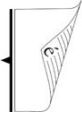

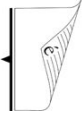

[128] Short-edge feed direction of the original on the platen



[129] Long-edge feed direction of the original on the platen

The alignment instructions are shown on stickers, at the edge of the platen and the automatic document feeder.

Refer to the table below, to select the feed direction for your originals.

Size of originals	Orientation of information	Feed direction
A4/Letter 8.5x11	Portrait	Long-edge feed 
A4/Letter 8.5x11	Landscape	Short-edge feed 
A5/Us Std 5.5x8.5	Landscape and portrait	Long-edge feed 
A3/Tabloid 11x17	Landscape and portrait	Short-edge feed 

Types of scan job settings

Introduction

The Océ VarioPrint 2070 Prémia Class has default settings, defined by Océ or by the Key operator.

If you place the originals in the automatic document feeder, some of the default settings will change, according to the detected information. You can change the settings for your scan job.

Default settings when you use the automatic document feeder

When you place the originals in the automatic document feeder, the Océ VarioPrint 2070 Prémia Class proceeds as follows:

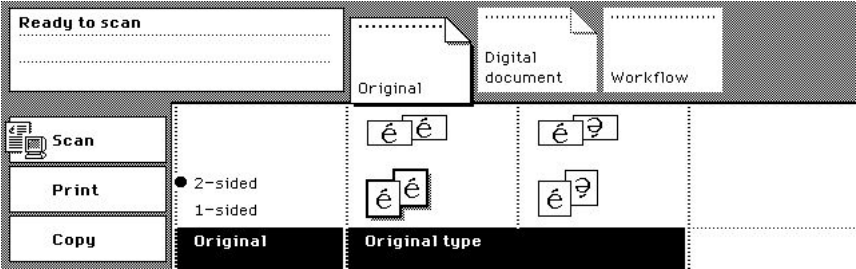
Procedure
Detects the dimensions of the originals and selects the same or the most acceptable size for the digital document.
Calculates the necessary enlargement or reduction.

Default settings when you use the platen

When you place an original on the platen, the Océ VarioPrint 2070 Prémia Class proceeds as follows.

Procedure
Does not change the default binding and information-orientation settings. The dimensions of the original on the platen cannot be detected.
Does not change the default enlargement or reduction.

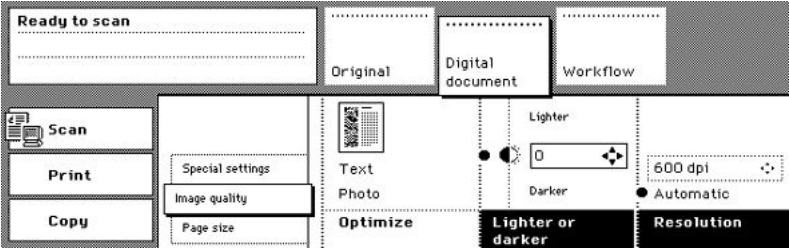
'Original' Section



[134] 'Original' Section
'Original' Section

Function	Description of the function
'Original'	Definition of the original: '1-sided' or '2-sided'.
'Original type'	The icons show the orientation of the information and the binding edge of the originals <i>'Preparing the Scan Job'</i> on page 153. You can change the 'Original type' setting, when the icon does not match the originals.

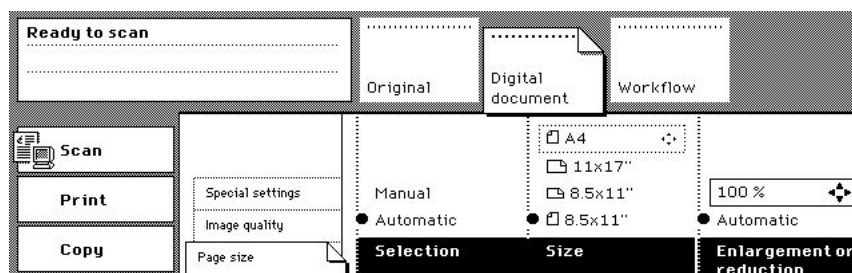
'Digital document' Section



[135] 'Image quality' Card
'Image quality' Card

Function	Description of the function
'Optimize'	To improve the image quality, you can do the following tasks <i>'Improve the image quality of the digital document'</i> on page 171. Select 'Photo', when the originals contain extensive photos. Select 'Text', when the originals are mainly text.
'Lighter or darker'	Use the 'Lighter or darker' option, to change the brightness of the images.

Function	Description of the function
'Resolution'	<p>The 'Automatic' value is the default setting in the 'Resolution' function box.</p> <p>The Océ VarioPrint 2070 Prémia Class uses the resolution as defined in the selected scan profile.</p> <p>Adjust the resolution manually if you want to use a different value.</p>



[136] 'Page size' Card

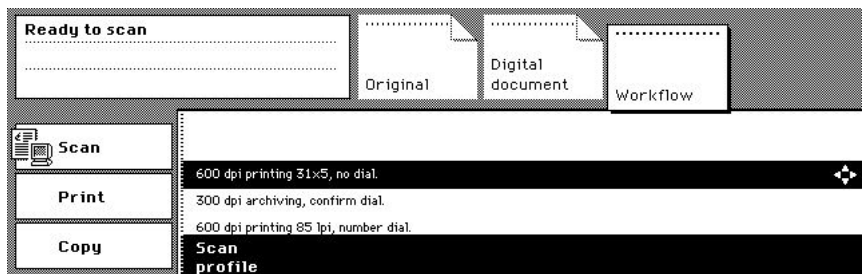
'Page size' Card

Function	Description of the function
'Selection'	<p>The 'Automatic' value is the default setting in the 'Selection' function box.</p> <p>The value changes to 'Manual' when you select a different size.</p>
'Size'	<p>The selected 'Size' for the digital document matches the information scanned by the automatic document feeder.</p> <p>The platen does not detect the dimensions of the originals, so the default size setting does not change.</p> <p>Make sure that the orientation of the selected page size matches the feed direction of the originals <i>'Preparing the Scan Job' on page 153</i>.</p>
'Enlargement or reduction'	<p>The 'Automatic' value is the default setting in the 'Enlargement or reduction' function box.</p> <p>The Océ VarioPrint 2070 Prémia Class calculates the ratio, according to your settings when you use the automatic document feeder.</p> <p>Adjust the 'Enlargement or reduction' manually if you need an enlarged or reduced digital document with the glass platen <i>'Make an enlarged or reduced digital document' on page 168</i>.</p>

**Note:**

You can enter the Key Operator mode when you open the 'Special settings' card in the 'Digital document' section. The Key Operator mode is protected and requires a password entry.

'Workflow' Section



[137] 'Workflow' Section
'Workflow' Section

Function	Description of the function
'Scan profile'	The list shows the available scan profiles <i>'About the Scan Profiles'</i> on page 150.

Common Scan Jobs


Scan one set of originals

Introduction

When you place the originals in the automatic document feeder, the Océ VarioPrint 2070 Prémia Class performs as follows.

- Scans the dimensions and feed direction of the originals.
- Matches the scanned information to the 'Digital document' settings.


When you use the platen to scan A5/Us Std 5.5x8.5 or A3/Tabloid 11x17 originals, you must select the size for the digital document.

Press the Start key  to start your scan job.

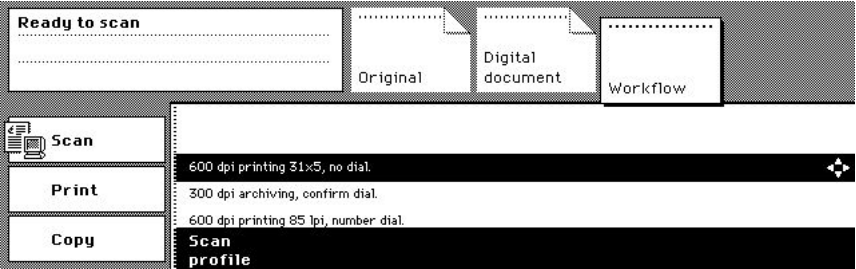
Before you begin

- The Key operator can protect the access to the system, so that a credit card or a PIN can be required to enter the 'Scan' mode *'Access the Océ VarioPrint 2070 Prémia Class' on page 34*.
- Inspect your originals and make sure that all originals are standard. You can use the automatic document feeder for those originals. If one or more originals are non-standard, you must use the platen *'Preparing the Scan Job' on page 153*.
- If the originals are different sizes and types, sort the set of originals into separate job parts *'Preparing the Scan Job' on page 153*.

Scanning the originals with the automatic document feeder

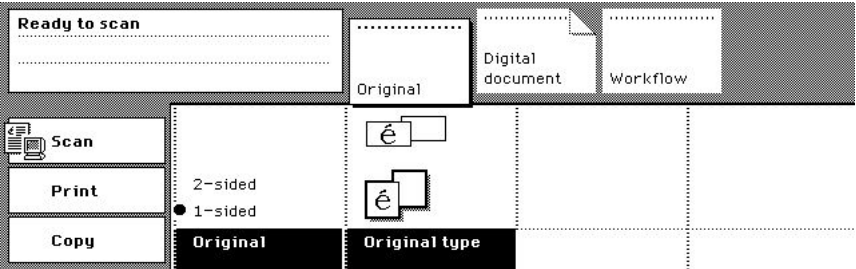
1. Collect the originals.
If necessary, remove the staples and the paper clips.
2. Place and align the originals face down in the automatic document feeder.
Follow the feed direction according to the dimensions and orientation of the information on the originals.
3. Select the 'Scan' mode .

The 'Workflow' section automatically opens.

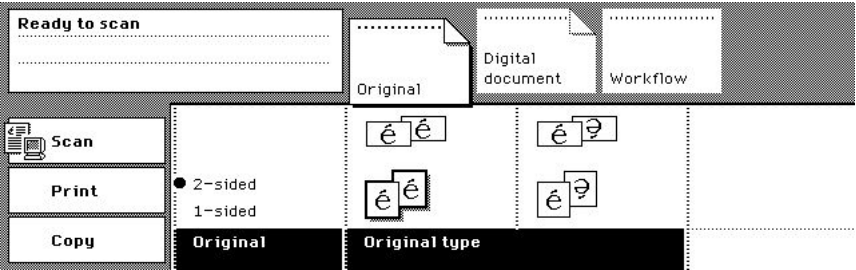


[138] Select a scan profile

- 4. Select a 'Scan profile' using the arrow keys ↵.
- 5. Activate the 'Original' section.
Select '1-sided' or '2-sided' in the 'Original' function box.



[139] The 'Original' section, when a 1-sided original is selected



[140] The 'Original' section, when a 2-sided original is selected



- 6. Select the icon in the 'Original type' function box to define the orientation of the information and the binding edge of the originals.
- 7. Press the Start key ⏏.

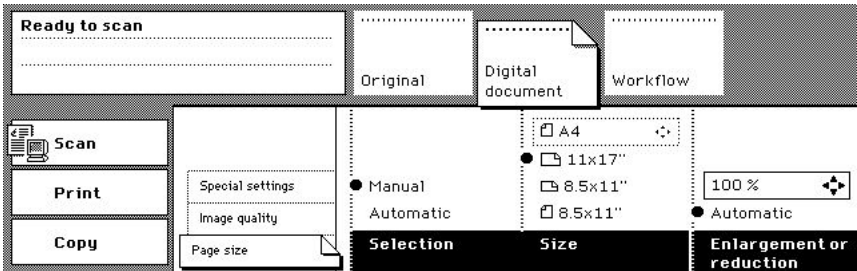


Note:

To identify your scan job on the server, there can be a request to enter an identification code. The code can also refer to a fax number [‘About the Scan Profiles’ on page 150](#).

How to copy an A3/Tabloid 11x17 original with the platen

- 1. Place and align the original face down on the platen.
Use the short-edge feed direction.
- 2. Select the 'Scan' mode .
The 'Workflow' section opens automatically.
- 3. Select a 'Scan profile' with the Arrow keys .
- 4. Activate the 'Original' section.
Select '1-sided' in the 'Original' function box.
- 5. Select the icon in the 'Original type' function box to define the orientation of the information of the original.
- 6. Activate the 'Digital document' section.
Make sure that the 'Page size' card is open.
- 7. Select the A3/Tabloid 11x17 size in the 'Size' function box.




[141] Select A3/Tabloid 11x17



Note:

If the required page size is not A3/Tabloid 11x17, you must adjust the enlargement or reduction *Make an enlarged or reduced digital document* on page 168.




- 8. Press the start key .

Scan separate job parts

Introduction

You must create different job parts if the set of originals has more than one original type *'Preparing the Scan Job'* on page 153.




When starting a scan job with separate job parts, proceed as follows:

- Prepare the first job part.
- Enter the settings for the digital document.
- Enter the settings for the first job part.
- Press the combine key .
- Prepare the next job part.
- Enter the settings for the next job part.
- Press the combine key .
- Press the Start key .

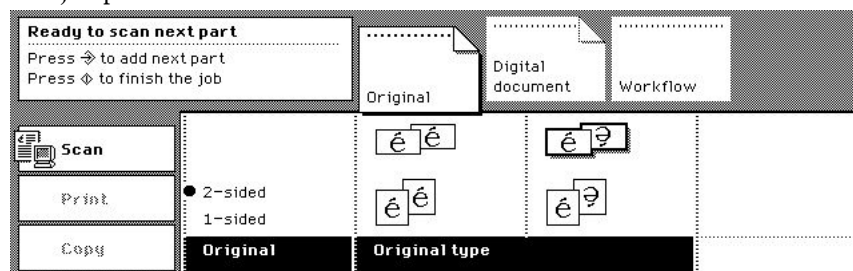
Before you begin

- Inspect the originals and make separate job parts *'Preparing the Scan Job'* on page 153.

Scanning separate job parts

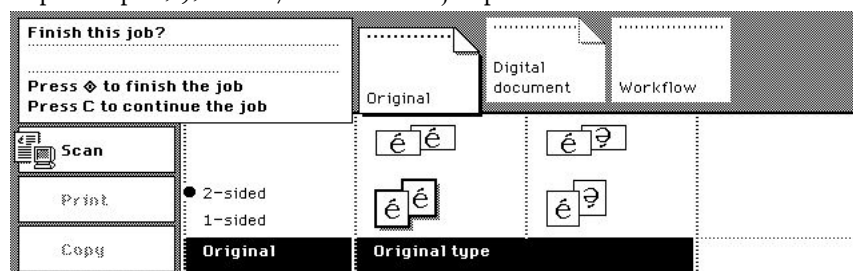
1. Collect the job parts.
2. Place the originals of the first job part face down in the automatic document feeder or on the platen.
Follow the feed direction according to the dimensions and orientation of the information of the job part *'Preparing the Scan Job'* on page 153.
3. Select the 'Scan' mode .
The 'Workflow' section automatically opens.
4. Select a 'Scan profile' using the arrow keys  *'About the Scan Profiles'* on page 150.
5. Enter the settings for the digital document.
 - Activate the 'Digital document' section.
Make sure that the 'Page size' card is open.
 - Select the page size and the orientation in the 'Size' function box.
6. Enter the settings for the job part.
 - Activate the 'Original' section.
 - Select '1-sided' or '2-sided' in the 'Original' function box.
 - Select the icon in the 'Original type' function box to define the orientation of the information and the binding edge of the originals *'Preparing the Scan Job'* on page 153.
7. Press the combine key .

The job part is scanned.





[142] Scan next job part

8. Repeat steps 2, 5, 6 and 7 for each next job part.



[143] Finish the job

9. Press the start key  to finish the job.
10. Press the start key  to confirm the end of the job.



Note:

The request, to confirm the end of the job, can be disabled by the key operator.

Scan-to-email

Introduction

When you want to send the scanned document to your E-mail address, select the Scan-to-email scan profile.



To enable the Océ VarioPrint 2070 Prémia Class to send your job to the correct E-mail address, you must identify yourself. There is a data service involved that stores the matching E-mail address. When the identification code is correct, your E-mail address is shown and you can start the job.

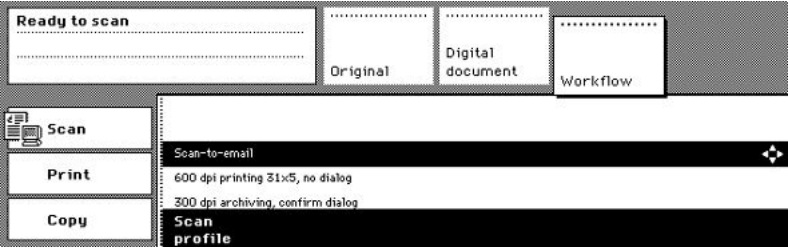
If your identification code is unknown, you will receive a message. In this case, call the Key Operator or System Administrator.

Before you begin

- The Key operator can protect the access to the system, so that a credit card or a PIN can be required to enter the 'Scan' mode.
- Inspect your originals and make sure that all originals are standard. You can use the automatic document feeder for those originals. If one or more originals are non-standard, you must use the platen.
- If the originals are different sizes and types, sort the set of originals into separate job parts.

How to scan to your E-mail address

1. Place the original face down on the platen or put the originals face down into the automatic document feeder.
Follow the feed direction according to the dimensions of the originals.
2. Select the 'Scan' mode .
The 'Workflow' section opens automatically.
3. Select the Scan-to-email scan profile with the Arrow keys .




[144] Select the Scan-to-email scan profile

4. Press the Start key .

5. Identify yourself and enter an identification code.

The screenshot shows the Scan-to-email interface. At the top, there are three buttons: 'Original', 'Digital document', and 'Workflow'. Below these, there is a large central area with the text 'Enter identification code' and a numeric keypad '1 2 3 4'. To the left of this area, there are three buttons: 'Scan', 'Print', and 'Copy'. To the right, there are two black bars with a small icon. The bottom bar has the text 'Delete the last digit' and a small icon.

[145] Enter an identification code

6. Press the Start key  to confirm your E-mail address.

The screenshot shows the Scan-to-email interface. At the top, there are three buttons: 'Original', 'Digital document', and 'Workflow'. Below these, there is a large central area with the text 'ap@oce.nl'. To the left of this area, there are three buttons: 'Scan', 'Print', and 'Copy'. To the right, there are two black bars with a small icon. The bottom bar has the text 'Delete the last digit' and a small icon.

[146] Confirm the E-mail address





Make an enlarged or reduced digital document

Introduction

In order to enlarge or reduce a digital document when scanning with the automatic document feeder, select the required size.
The Océ VarioPrint 2070 Prémia Class will automatically adjust an enlargement or reduction.

In order to enlarge or reduce a digital document when scanning on the platen, adjust the size and enlargement or reduction.

The scanned image is aligned in the center of the page or aligned against the right-upper corner of the page. The alignment depends on the input location of the originals.

Input of originals	Zoom direction	Location of image on the page
Automatic document feeder		
Platen		





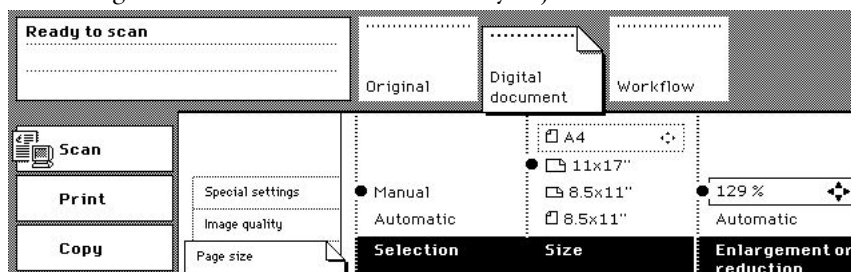
Note:
The Océ VarioPrint 2070 Prémia Class permits the use of originals with dimensions that are not configured on the machine. However, the automatic document feeder cannot detect these paper sizes. You must adjust the enlargement or reduction to scan these originals.

Before you begin


First make a test copy to check your scan settings. Make sure that the settings do not result in the loss of image information or gray borders.

Making an enlarged or reduced digital document with the automatic document feeder



1. Place and align the originals face down in the automatic document feeder.
Follow the feed direction according to the dimensions and orientation of the information on the originals.
2. Select the 'Scan' mode .
The 'Workflow' section automatically opens.
3. Select a 'Scan profile' using the arrow keys .
4. Activate the 'Original' section.
Select '1-sided' or '2-sided' in the 'Original' function box.
5. Select the icon in the 'Original type' function box to define the orientation of the information and the binding edge of the originals.
6. Activate the 'Digital document' section.
Make sure that the 'Page size' card is open.
7. Select the size and the orientation in the 'Size' function box.
Check that the orientation matches the feed direction of the originals.
The enlargement or reduction is automatically adjusted.



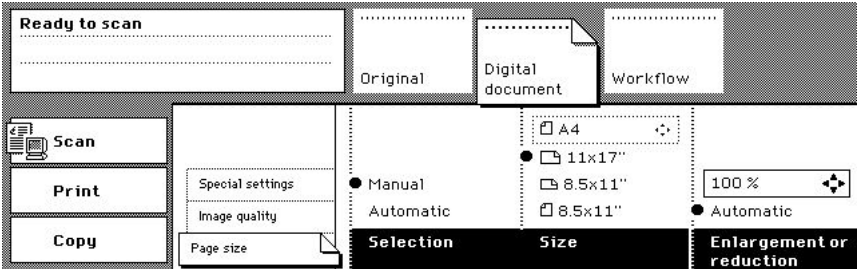
[151] Select the size. The enlargement and reduction rate is automatically adjusted

8. Press the start key .

How to make an enlarged or reduced digital document with the platen

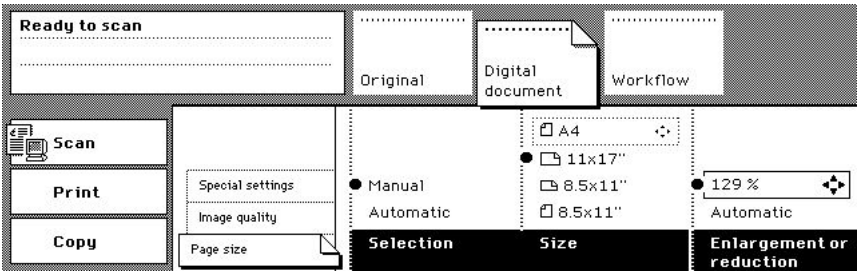
1. Place and align the original face down on the glass plate.
Follow the feed direction according to the dimensions of the original.
2. Select the 'Scan' mode .
The 'Workflow' section opens automatically.
3. Select a 'Scan profile' with the Arrow keys .
4. Activate the 'Original' section.
Select '1-sided' in the 'Original' function box.
5. Select the icon in the 'Original type' function box to define the orientation of the information of the original.

- 6. Activate the 'Digital document' section.
Make sure that the 'Page size' card is open.
- 7. Select the size and orientation in the 'Size' function box.
Make sure that the orientation matches the feed direction of the original.



[152] Select the size. The enlargement and reduction is not adjusted automatically

- 8. Adjust the 'Enlargement or reduction'.
Use the Arrow keys ◀ or ▶ to select one of the pre-set values.



[153] Adjust the enlargement and reduction

- 9. Press the Start key ◊.

Improve the image quality of the digital document

Introduction

The Océ VarioPrint 2070 Prémia Class has a tested technology to detect photos, rasters and fine lines on the originals. Do not adjust the default quality settings, unless you require a deviating image quality.

Check and, if necessary, adjust the settings for the following originals.

- Originals contain extensive photos.
- Originals are mainly text.



The Océ VarioPrint 2070 Prémia Class uses the resolution as defined in the selected scan profile.

Adjust the resolution if you want to use a different value.

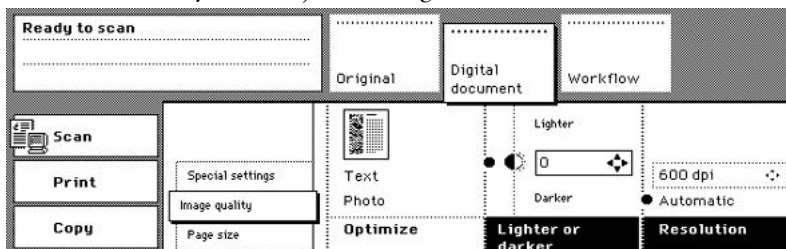
Before you begin

- To check the image quality, make a test copy before you start a scan job *‘Improve the image quality of a copy’* on page 134.
- Use the settings of the test copy for your scan job.

How to scan a photo on the glass plate

1. Place and align the photo face down on the platen.
Follow the feed direction according to the dimensions of the photo.
2. Select the 'Scan' mode .
The 'Workflow' section opens automatically.
3. Select a 'Scan profile' with the Arrow keys .
4. Activate the 'Original' section.
Select '1-sided' in the 'Original' function box.
5. Select the icon in the 'Original type' function box to define the orientation of the information of the original.
6. Activate the 'Digital document' section.
Make sure that the 'Page size' card is open.
7. Select the size and the orientation in the 'Size' function box.
Make sure that the orientation matches the feed direction of the photo *‘Make an enlarged or reduced digital document’* on page 168.
8. Open the 'Image quality' card.
9. Select 'Photo' in the 'Optimize' function box.


10. Use the Arrow keys $\leftarrow \rightarrow$ to adjust the 'Lighter or darker' value from 2 down to -2.



[154] Select Photo to improve the image quality

11. Press the Start key \diamond .

How to improve the image quality if the originals are mainly text

1. Put and align the originals face down into the automatic document feeder.
2. Select the 'Scan' mode .
The 'Workflow' section opens automatically.
3. Select a 'Scan profile' with the Arrow keys $\leftarrow \rightarrow$.
4. Activate the 'Original' section.
Select '1-sided' or '2-sided' in the 'Original' function box.
5. Select the icon in the 'Original type' function box to define the orientation of the information and the binding edge of the originals.
6. Activate the 'Digital document' section.
Make sure that the 'Page size' card is open.
7. Select the size and the orientation of the required page in the 'Size' function box.
Make sure that the orientation of the required page matches the feed direction of the photo.






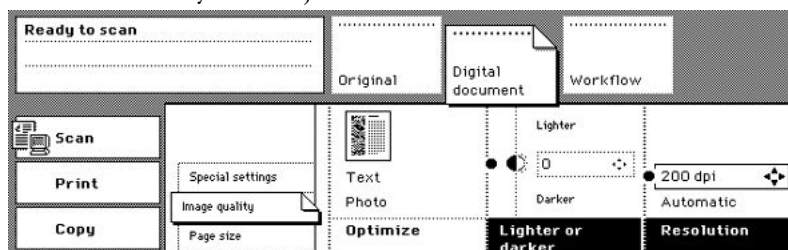
Note:

When the size of the digital document does not match the dimensions of your photo, you must adjust the enlargement or reduction *'Make an enlarged or reduced digital document'* on page 168.


8. Activate the 'Digital document' section.
Open the 'Image quality' card.
9. Select 'Text' in the 'Optimize' function box.
10. Use the Arrow keys $\leftarrow \rightarrow$ to adjust the 'Lighter or darker' value from 2 down to -2.
11. Press the Start key \diamond .

How to change the resolution

1. Put and align the originals face down into the automatic document feeder.
2. Select the 'Scan' mode .
The 'Workflow' section opens automatically.
3. Select a 'Scan profile' with the Arrow keys .
4. Activate the 'Original' section.
Select '1-sided' or '2-sided' in the 'Original' function box.
5. Select the icon in the 'Original type' function box to define the orientation of the information and the binding edge of the originals.
6. Activate the 'Digital document' section.
Make sure that the 'Page size' card is open.
7. Select the size and the orientation of the required page in the 'Size' function box.
Make sure that the orientation of the required page matches the feed direction of the photo.
8. Activate the 'Digital document' section.
Open the 'Image quality' card.
9. Use the Arrow keys  to adjust the 'Resolution'.



[155] Adjust the resolution

10. Press the Start key .

Stop or correct a scan job

Introduction

A scan job has the following phases *'Scan jobs in this manual'* on page 148:

- 1. The information of the originals is scanned, digitized and converted into a file.
- 2. The image file is transferred from the machine memory to the DAC.
- 3. The generated file is transmitted from the DAC to a scan server and saved in a server directory.


The table below displays the actions to take if you stop or correct a phase:

If	Then
You notice a incorrect setting for the scan job	Correct the scan job setting.
The scanning process of a job or job part fails (phase 1)	Stop the scanning process.
The generated files that are stored in the machine memory are not correct (phase 1 and 2)	Delete the generated files from the machine memory.




Note:
You cannot delete the generated files that are saved on the DAC (phase 3).


Correcting: when you make the scan job settings

If you press the correction key 	Then
Once	The Océ VarioPrint 2070 Prémia Class restores the default settings.


Stopping: During the scanning process

If you press the correction key 	Then
Once	The Océ VarioPrint 2070 Prémia Class cancels the scan job.

Stopping: During the scanning process of job parts

If you press the correction key 	Then
Once	The Océ VarioPrint 2070 Prémia Class cancels the scan job part.
Twice	The Océ VarioPrint 2070 Prémia Class cancels the complete job.

Deleting scan jobs: during storage in machine memory

If you press the stop key 	Then
Once	The generated files in the machine memory are deleted.



Note:
Normally the files are immediately transferred from the machine memory to the DAC so that you cannot delete the generated files.



Note:
The message box shows if there are scan jobs that have not yet been transferred.



Note:
You cannot select your own file in the machine memory. All generated files in the machine memory will be deleted.

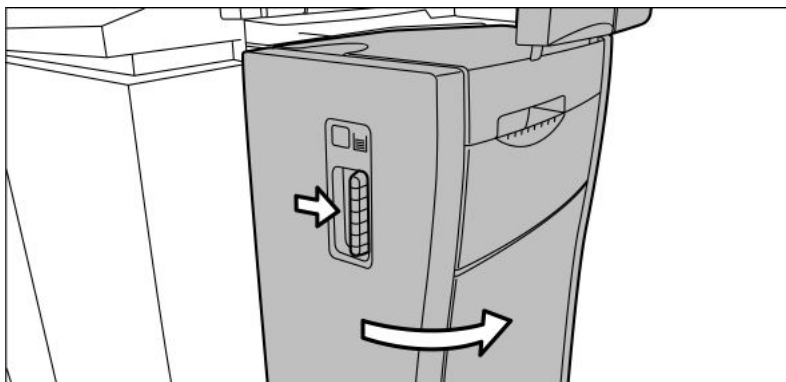
Chapter 5

Maintenance

Add paper to the paper trays

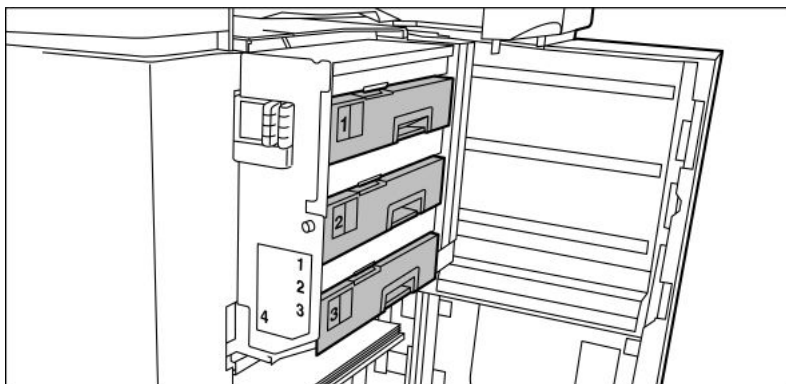
Introduction

The Océ VarioPrint 2070 Prémia Class has four paper trays and a special feeder to place the material *'Input Trays and Output Bins'* on page 192. To add the paper to the paper trays, first open the paper-compartment door.






[156] Open the paper-compartment door

The number of each tray is displayed on the paper trays.



[157] The four paper trays

Made sure that you place the paper or special material correctly when you insert labeled or punched paper.

Tray	Orientation of paper	How to place the paper
4	Long-edge	
1,2,3	Long-edge	
1,2,3	Short-edge	



Note:

Océ Service configures the paper size and orientation that can be used in tray 2 and 3. You can use tray 1 for size A3/Tabloid 11x17, A4/Letter 8.5x11 and A5/Us Std 5.5x8.5 paper.

When to do

Add new paper when:

- A message is displayed, to indicate that paper tray 4 is empty.
- There is not enough paper for a large job.

Before you begin

- Take the paper from the pack.
- Remove the top sheet and the bottom sheet.
- Grip the pack of paper, at the two short sides, and bend the paper.



Attention:

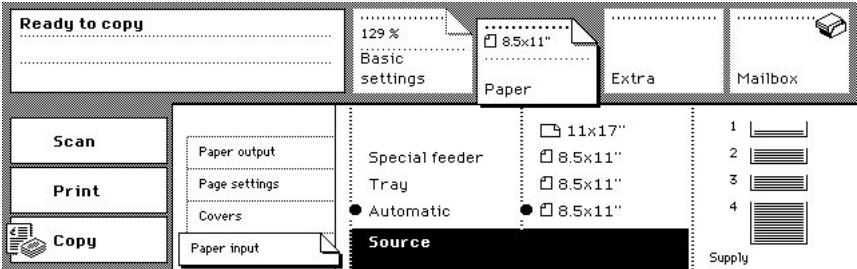
The outer sheets and the edges of the sheets in a pack of paper can be contaminated with glue from the wrapping. Do not use the contaminated sheets. If the glue enters the processing section, the drum will become dirty. You will require assistance from Océ Service.



Note:
The key operator can lock the paper-compartment door.

Checking the paper supply

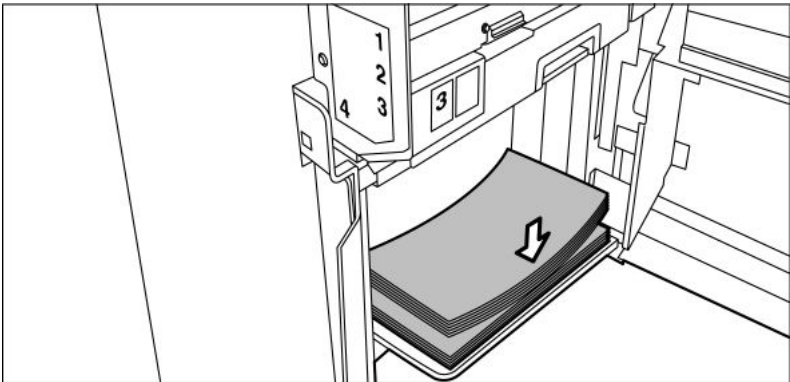
- 1. Select the 'Copy' mode.
Activate the 'Paper' section.
- 2. Make sure that the 'Paper input' card is open.
The 'Source' function box shows the available sizes and the orientation of the paper in the four paper trays.
The 'Stock' field shows the stack of paper in the trays.



[161] The paper supply in the paper trays

How to place the paper in tray 4

- 1. Open the paper-compartment door.
Tray 4 moves down.
- 2. Place the new stack of paper on top of the stack of paper.



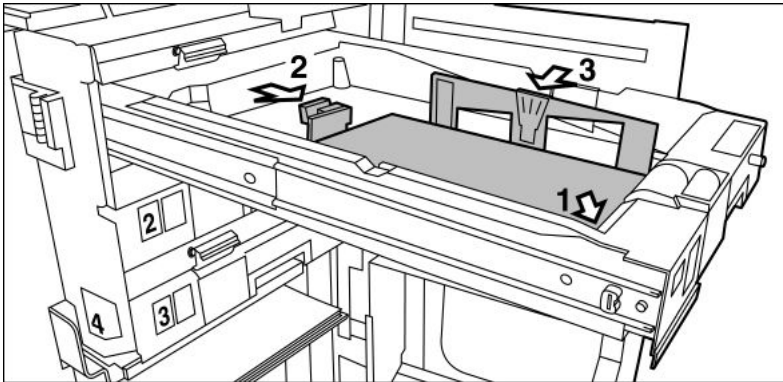
[162] Add the paper in tray 4

- 3. Close the paper-compartment door.

The tray moves up automatically.

How to place the paper in trays 1,2 or 3

1. Open the paper-compartment door.
2. Pull out the paper tray.
3. Place the new stack of paper on the top of the stack of paper.
Ensure that you place the paper in the correct feed direction.
4. Slide the two guides, in three steps, against the sides of the paper when you load tray 1.



[163] Slide the guides in tray 1

5. Slide the tray back in position.
6. Close the paper-compartment door.



Add paper to the special tray

Introduction

The Océ VarioPrint 2070 Prémia Class has four paper trays and a special feeder in which to place material.

You can place material in the special tray if the material is not allowed in the paper trays *[‘Input Trays and Output Bins’ on page 192](#)*. The special tray can process only one sheet at a time.

Make sure that you place the special material correctly in the special tray if you insert labelled or punched paper.

Orientation of material	Placing the paper
Long-edge	
Short-edge	

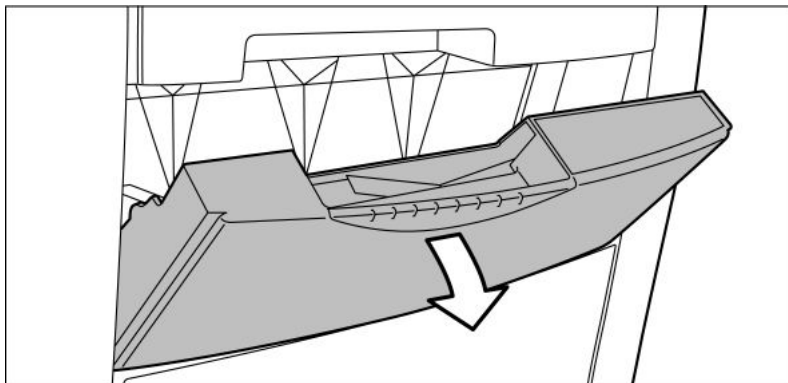


Note:
The key operator can disable the special tray.

Inserting the material into the special tray

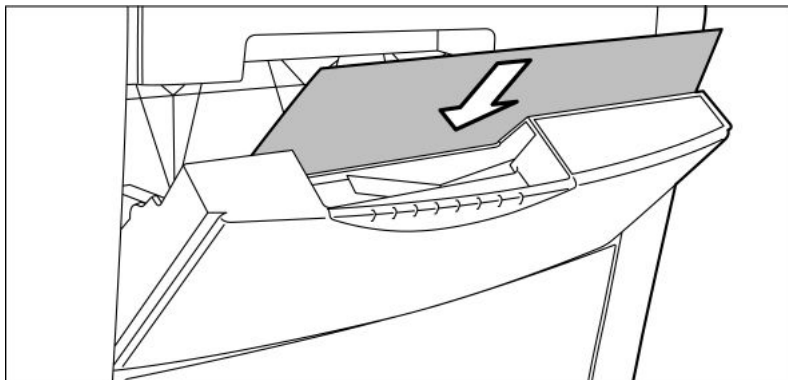
1. Pull the special tray down. This tray is located above the paper-compartment door.

Use the notched grip.



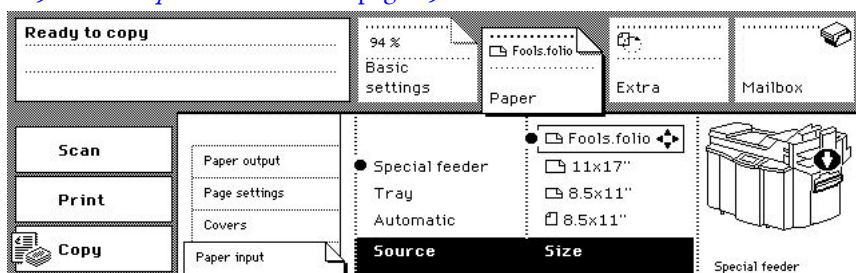
[166] Pulling down the Special Tray

2. Insert a sheet of special material with the side that must be copied or printed face down. Check to see that the feed direction in the special tray matches the feed direction of the original.

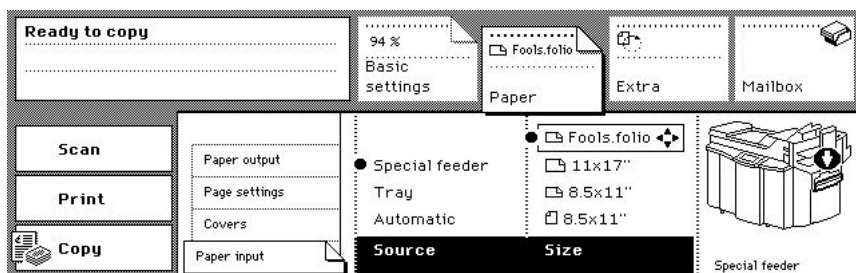


[167] Inserting a Sheet in the Special Tray

3. Select the size of the material in the 'Paper input' menu *'Copy on special material'* on page 129 *'Print on special material'* on page 69.



[168] Selecting the Size of a Copy Job



[169] Selecting the Size for a Print Job

4. Close the special tray after the jobs using the special tray are complete.

Chapter 6

Errors

Correcting Errors

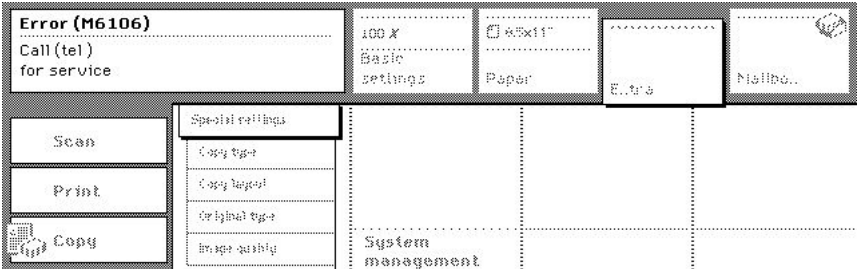
Introduction

If an error occurs, the Océ VarioPrint 2070 Prémia Class stops the processing of a job. The message box gives information about the following items:

- The type of error.
- The origin of the error.
- The solution for solving the error.

The table below shows the type of errors that can occur:

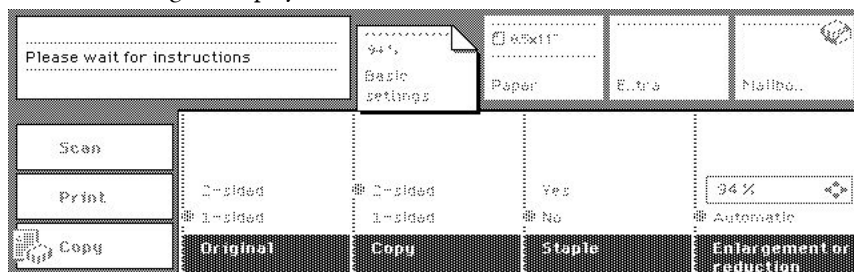
Type of errors	Description
Errors that the user can correct	<ul style="list-style-type: none">■ A paper jam.■ A paper tray is empty.■ The job settings are incorrect.■ Not enough memory to complete the job.
Errors that the system can recover	<ul style="list-style-type: none">■ The system can solve some errors, for example, through a restart.
Errors that the key operator can recover	<ul style="list-style-type: none">■ A paper jam in a machine unit that is not accessible to the user.■ A user cannot start a job because the user account is not listed in the accounts database.■ The job processing fails.
Errors that require an Océ Service call	<ul style="list-style-type: none">■ Océ Service corrects the problems that the Key Operator cannot recover. A message is displayed when Océ Service has been called.



[170] Calling Océ Service to Correct an Error

What happens if an error occurs

1. An error message is displayed.





[171] An Error Occurs

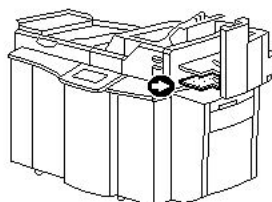
2. The current job is in error status.
3. If the error is corrected, you can continue or restart the job.

Correcting a error

1. Read the error message.
2. Follow the instructions.

Remove paper from the bin of the finisher

1. Remove the paper from the lower bin of the finisher at .
2. Press  to continue



[172] Following Instructions



Note:

If the error is not recovered, call the Key Operator.

Clear a paper jam

Introduction

The paper jams can occur in the following sections of the Océ VarioPrint 2070 Prémia Class:

- Automatic document feeder.
- Finisher.
- Paper compartment.
- Processing unit.

To clear the paper jam, remove the original sheets or the paper from the trays. The message box displays instructions for clearing the paper jam.

The notched grips of the doors and the covers that you must use are green. The instructions refer to the grips.

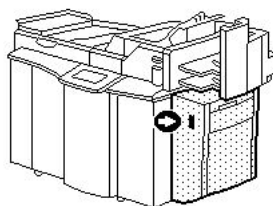
The Océ VarioPrint 2070 Prémia Class can be configured so that only the Key Operator clears the paper jams. In this instance, the message box displays a request to call the Key Operator.

Clearing a paper jam

1. Read the error message.
2. Follow the instructions to clear the paper jam.

Remove the paper

- 1 Open the paper compartment door at ➡
- 2 Slide the frame marked A to the right
- 3 Remove the sheets at ➡ and ⚠
(See the sticker inside the machine)
- 4 Slide the frame to the left until the frame locks into place
- 5 Close the door



[173] Clear the paper jam

3. Follow the instructions to continue the job.



Note:

If the error is not recovered, call the Key Operator.

Appendix A

Overview and Tables

Product Specifications

Feature	Specification
Process	Organic photo conductor Océ Copy Press technology Océ Image Logic Océ Finisher control 600-dpi LED digital copying
Scan Speed	54 pages/minute
Print Speed	62 A4/Letter 8.5x11 pages/minute, single-sided or double-sided
Resolution	Scan: 300 x 400 dpi Print: 600 x 600 dpi
Warm-up Time	8 minutes
Machine Memory	128 MB minimum
Zoom	25% minimum 400% maximum

Originals to use

Originals	Input	Specifications
Sizes	Platen	297 x 432 mm maximum
	Automatic document feeder	140 x 203 mm minimum 297 x 432 mm maximum
Weights	Platen	10 kg maximum
	Automatic document feeder	75 A4/Letter 8.5x11 or A5/Us Std 5.5x8.5 sheets (80 g/m ²) 50 A4/Letter 8.5x11 or A5/Us Std 5.5x8.5 sheets (120 g/m ²) 35 A3/Tabloid 11x17 sheets (80 g/m ²)
Types	Platen	Any type of original
	Automatic document feeder	Slightly curled Not damaged originals 1-sided or 2-sided Perforated 2 or 4 holes



Note:

Do not use transparent originals in the automatic document feeder.

Input Trays and Output Bins

Specifications for paper tray 1, 2 and 3

Sheet capacity (80 g/m ²)	Media sizes Europe	Media sizes USA	Weight
500	A3 (Only for paper tray 1 and 2) A4 A5 Commercial Folio Foolscap Quarto	Tabloid 11x17 (Only for paper tray 1 and 2) Legal 8.5x13 Legal 8.5x14 Legal Gov 8.5x12 Letter Gov 8.5x10 Letter 8.5x11 US-Gov 8x10.5 US-Std 5.5x8.5	60 - 170 g/m ²

Remember that:

- You can use perforated paper in the trays, with a maximum of 5 holes.
- You can use the 120 - 170 g/m² paper as covers or as a single sheet for a job with only 1 set.
- The machine is configured for Europe or USA paper sizes.
- Paper tray 1 is adjustable by the user.
Paper tray 2 and 3 are adjustable by Océ Service.
- Refer to the media specifications for more information about media formats and sizes *Media* on page 195.

Specifications for tray 4

Sheet capacity (80 g/m ²)	Media sizes Europe	Media sizes USA	Weight
2200	A4	Letter 8.5x11	60 - 120 g/m ²

Remember that:

- You can use perforated paper in the tray, with a maximum of 5 holes.
- The machine is configured for Europe or USA paper sizes.
- Refer to the media specifications for more information about media formats and sizes *Media* on page 195.

Specifications for special feeder

Sheet capacity	Media sizes Europe	Media sizes USA	Weight
1	A4 (SEF and LEF) Folio Foolscap A3	Letter 8.5x11 (SEF and LEF) Legal 8.5x13 Legal 8.5x14 Tabloid 11x17	50 - 200 g/m ²

Remember that:

- You can use perforated paper in the special feeder.
- The machine is configured for Europe or USA paper sizes.
- You can use printed paper in the special feeder if the correct ink is used. Contact your local Océ organization for the ink specifications.

Specifications for the output bin

Output	Capacity (80 g/m ²)	Media sizes Europe	Media sizes USA	Weight
Upper finisher bin	850 no staple	A4	Letter 8.5x11	75 - 170 g/m ²
	120 stapled, 2 sheets / set			
Lower finisher bin	1150 no staple	A4	Letter 8.5x11	75 - 170 g/m ²
	120 stapled, 2 sheets / set			
Multi-size bin	450 minimum	A5 minimum A3 maximum	US Std 5.5x8.5 minimum Tabloid 11x17 maximum	75 - 170 g/m ²

Output	Capacity (80 g/m ²)	Media sizes Europe	Media sizes USA	Weight
Error bin		A5 minimum A3 maximum	US Std 5.5x8.5 minimum Tabloid 11x17 maximum	75 - 170 g/m ²
Stapler	50 sheets	A4	Letter 8.5x11	80 g/m ² maximum
	35 sheets	A4	Letter 8.5x11	80 - 120 g/m ²

Remember that:

- The recommended capacity, size and weight specifications enable a paper process without problems. Do not exceed the recommended ranges and limits.
- Refer to the media specifications for more information about media formats and sizes *Media* 'on page 195

Media

Media sizes for the European configured Océ VarioPrint 2070 Prémia Class

European media sizes

Size (mm)	Media name	Orientation	Use in tray	Use in special feeder
148.5 * 210	A5	SEF	1, 2 and 3	No
203.2 * 254	Quarto	SEF	1, 2 and 3	No
203 * 330	Foolscap	SEF	1, 2 and 3	Yes
210 * 270	Commercial	SEF	1, 2 and 3	No
210 * 297	A4	LEF	1, 2, 3 and 4	Yes
		SEF	1, 2 and 3	Yes
210 * 330	Folio	SEF	1, 2 and 3	Yes
297 * 420	A3	SEF	1 and 2	Yes

Media sizes for the US configured Océ VarioPrint 2070 Prémia Class

US media sizes

Size (inch)	Media name	Orientation	Use in tray	Use in special feeder
5.5 * 8.5	US Std 5.5x8.5	SEF	1, 2 and 3	No
8 * 10.5	US Gov 8x10.5	SEF	1, 2 and 3	No
8.5 * 10	Letter Gov 8.5x10	SEF	1, 2 and 3	No
8.5 * 11	Letter 8.5x11	LEF	1, 2, 3 and 4	Yes
		SEF	1, 2 and 3	Yes
8.5 * 13	Legal 8.5x13	SEF	1, 2 and 3	Yes
8.5 * 14	Legal 8.5x14	SEF	1, 2 and 3	Yes
11 * 17	Tabloid 11x17	SEF	1 and 2	Yes

Océ materials for the paper trays

- Océ Red Label Paper
- Océ Office Standard Paper
- Océ Recycled Label Paper.
- Océ Top Labels.

- Océ Coloured Labels.
- Océ Parchment Paper.
- Océ Top Coated Paper.
- Océ Embossed Coloured Paper.



Note:

Refer to the Océ web site www.oce.com for the complete overview of supplies.



Note:

Make sure that you select the paper weight recommended for the paper trays. If the paper weight is more than 170 g/m², use the special feeder.

Materials for the special tray

- Océ Top Labels CD White Opaque 2/A4.
- Océ Clear Film Self-adhesive.
- Océ Overhead Film B&W MC 110/111//210.



Note:

Refer to the Océ web site www.oce.com for the complete overview of supplies.

Appendix B

Safety Information

Instructions for safe use

Introduction

Océ designed products have been tested in accordance with the strictest international safety standards. To help assure safe working with these products, it is important that you observe the following safety rules.

Maintenance

Instructions
Do not remove any screws from fixed panels.
Do not carry out maintenance activities except for the parts and maintenance materials mentioned in this manual.
Do not place any liquids on the machine.
Use maintenance materials or other materials for their original purpose only.
Keep maintenance materials away from children.
Do not mix cleaning fluids or other substances.
To avoid the risk of introducing hazards, all modifications to Océ equipment are strictly reserved to properly qualified and trained service technicians.

Connection

Instructions
Do not move the machine yourself, but contact your local Océ organization.
If for some reason you have to move the machine yourself, please make sure that the mains power point has the right fuse capacity. See the safety data sheet in this information set for information about maximum current.
Do not bridge any mechanical or electrical circuit breakers.
It is recommended connect only those copy-control products (or other products) which meet the (inter)national product safety and radio frequency interference standards, and to use an attachment cable as specified by Océ.
Do not use an extension lead to connect the machine.
This machine is not designed for connection to an IT power system. An IT power system is a voltage network in which the neutral wire is not connected to earth.

Instructions
For the equipment connected via a wall socket: locate the machine close to a wall socket that is easily accessible.
For the equipment connected via a fixed connection to the electricity grid: the disconnect device in the fixed connection should be easily accessible.
Never connect the machine to a mains voltage deviating from the value as defined on the power-marking label. If connection to a different mains voltage is required, contact your local Océ organization.
Do not use another mains connection cable than the one supplied with the machine. When replacement of the main connection cable is required, because the cable is damaged or defect, contact your local Océ organization for a correct replacement of the mains connection cable.

Surroundings

Instructions
Do not block the ventilation openings of the machine.
Ensure that the machine is placed on a level, horizontal surface of sufficient strength. See the Océ VarioPrint 2070 Prémia Class Product safety data sheets in this appendix for information about the weight of the equipment.
Ensure there is sufficient space around the machine. This facilitates reloading materials as well as maintenance.
Do not place the machine in rooms which are too small or insufficiently ventilated. See the Océ VarioPrint 2070 Prémia Class Product safety data sheets in this appendix for information about the recommended room volume and ventilation.

General

Instructions
Always use materials recommended by Océ and developed for this Océ machine. Materials not approved by Océ may result in faults in your machine.
Do not use the machine when it is emitting unusual sounds. Remove the plug from the power socket or turn off the fixed connection to the electricity grid and contact your local Océ organization.

Safety Data Sheets

Introduction


The disclaimer below is valid for all safety data sheets in this manual. For questions about Océ products regarding health, safety and environment, please contact your Océ organization; you can find the address in the last appendix of this manual.

Disclaimer



The safety data sheets in this manual have been compiled to the best of our knowledge as a compact guide to safe handling of this product. We reserve the right to revise safety data sheets as new information becomes available. It is the user's responsibility to determine the suitability of this information for the adoption of safety precautions as may be necessary and to contact the company to make sure that the sheet is the latest one issued. If and in so far as limitation of liability is permitted under the applicable laws, we do not accept liability for any inaccuracy that may occur in this information.

Océ VarioPrint 2070 Préma Class Safety Data Sheet

PRODUCT SAFETY DATA SHEET



Number E-759-a-US
Date November 2002

Model	Océ VarioPrint 2070	Digital Access Controller
Description	Electrostatic digital copier/printer, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing	
Process speed	62 A4 prints/min or 31 A3 prints/min	
Dimensions	Width	Depth
Depth	1720 mm	390 mm
Height	900 mm (incl. spacers)	432 mm
Weight	1386 mm	108 mm
	415 kg	11 kg
Voltage	120 V	208 V
Frequency	60 Hz	60 Hz
Current-rated	15 A	9 A
Building fuse	20 A	16 A
Power consumption, stand by	405 W (total system)	
Power consumption, operation	1,8 kW (total system)	
EPA ENERGY STAR™		
* Power consumption, sleep mode	75 W (total system)	
* Power consumption, low-power	235 W (total system; recovery time <10 s)	
Mains connection	Cable with plug	
Safety class	I (IEC 536) Protective earth connection	
Protection class	IP 20 (IEC 529)	
Sound pressure level (at operator position)	Standby Lp(A) = 35 dB(A)	In operation mainbody Lp(A) = 59 dB(A); incl. optionals Lp(A) = 64 dB(A); impulse $\Delta L_i = 4$ dB(A)
Sound power level	Lw(A) = 48 dB(A)	
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.	
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)	
Heat emission	Standby 405 W; in operation 1,8 kW	
Ozone emission	0,01 mg/min at continuous operation	
Room volume	Recommendation: min. 30 m ³	
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation)	
Use simulation at random operation	For heat evacuation extra ventilation may be necessary.	
	Room volume and ventilation as recommended	
	Daily copy volume (much more than average)	
	Total worktime	
	Ozone concentrations:	
	- Time weighted average	
	- Peak	
	Threshold Limit Value/Occupational Exposure Limit	
	(Time Weighted Average) for ozone	
	Odour Perception Limit for ozone	
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of DIN 19309.	
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).	
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950		EPA ENERGY STAR™
		
LISTED 927F		INFORMATION TECHNOLOGY EQUIPMENT
E 69871		

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Safety data sheet Océ F11 toner

MATERIAL SAFETY DATA SHEET

2001/58/EC and ISO 11014-1)

Number

E-212-b-UK

Date

July 2002

Page

1 of 2

Océ F11 Toner

1. Product and company identification

Product name	Océ F11 Toner
Packing	Polyethylene bottle, contents 0,80 kg
Use of product	Ink powder for copiers/printers
Company	Océ (UK) Ltd.
Address	Langston Road, Loughton, Essex IG10 3SL
Telephone	0870 600 5544 (contact product safety coordinator)
Telefax	0870 600 1133

2. Composition / information on ingredients

Ingredients-Name	CAS No./EC No.	EC-Symbol, R-Phrases	Weight %
Amorphous silica	68611-44-9/271-893-4	none	< 1
Carbon black	1333-86-4 / 215-609-9	none	1-5
Phenoxy resin	PMN P-95-461	none	10-25
Iron oxide	1317-61-9/215-277-5	none	25-50
Polyester resins	170831-75-1/ polymer	none	25-50

3. Hazards identification

The product is not classified as a dangerous preparation according to Directive 1999/45/EC for the classification, packaging and labelling of dangerous substances and preparations. To our knowledge, with due observance of the recommended exposure limits and of normal hygiene these products present no health hazard in normal use.

In a toner dust cloud the formation of an explosive dust-air mixture is possible. Toner dust may cause discomfort for the eyes and respiratory tract, in the same manner as inert nuisance dust.

4. First aid measures

Eyes contact	Rinse with plenty of water.
Skin contact	Wash with cold water and soap.
Inhalation	Clean nose, mouth, throat. Cough up. Fresh air.
Ingestion	Rinse mouth with water. If large quantity swallowed seek medical advice.

For any medical advice take along this material safety data sheet.

5. Fire fighting measures

Extinguishing media	Dry chemical, carbon dioxide, water spray (fog), foam.
Special fire fighting protective equipment	N.A. (= Not Applicable)
Combustion products	Carbon dioxide, carbon monoxide

6. Accidental release measures

Avoid breathing dust. Do not wash away into sewer. Spills can be cleaned with a vacuum cleaner or a damp rag. Avoid formation of dust.

7. Handling and storage

Keep bottle tightly closed to prevent dust formation. Handle carefully. Avoid breathing dust.
Room ventilation: see operator manual or safety data sheet for the copier/printer.
No special technical measures for storage.
Directions for use: see toner label and operator manual of the copier/printer.

8. Exposure controls / personal protection

No special technical measures. No personal protective equipment needed.
Industrial hygiene: after skin contact wash with cold water and soap.
ACGIH Threshold Limit Value are 10 mg/m³ for inhalable particulate and 3 mg/m³ for respirable particulate.

TLV for	* amorphous silicon dioxide	10	mg/m ³
	* carbon black	3,5	mg/m ³

MATERIAL SAFETY DATA SHEET (2001/58/EC and ISO 11014-1)		Number Date Page	E-212-b-UK July 2002 2 of 2	
Océ F11 Toner				
9. Physical and chemical properties				
Explosion limits (dust explosion)	LEL approx. 60 g/m ³ UEL U	Bulk density (kg/m ³)	approx. 1000	
Appearance and odour	black powder, faint odour	Ignition temperature (°C)	U (= unknown)	
Boiling point (°C)	N.A.	Softening point (°C)	approx. 50	
Solubility in water	insoluble	Evaporation rate (butyl acetate = 1)	N.A.	
Vapour pressure	N.A.	% Volatile	0	
Other characteristics	N.A.	pH (solution)	N.A.	
10. Stability and reactivity				
Stability	Stable			
Conditions to avoid	None known			
Materials to avoid	None known			
Hazardous decomposition products	Hazardous decomposition does not occur under normal conditions.			
11. Toxicological information				
Inhalation	* At high concentration in air the powder may cause discomfort of upper respiratory system.			
Skin	* No adverse health effects are expected.			
Eyes	* Dust may cause discomfort in the same manner as nuisance dust.			
Ingestion	* Considered relatively harmless.			
Mutagenicity	No mutagenicity detected in Ames test.			
* These statements are based on toxicological literature on the ingredients of this product and test results of similar products.				
12. Ecological information				
This product is not biodegradable. The ingredients are not classified as ecologically hazardous. No adverse environmental effects are expected.				
13. Disposal considerations				
Pack waste dustproof to prevent dusting. With due observance of local laws and regulations, dispose of by burial in a sanitary landfill or incineration. Do not throw in open fire, in order to prevent the risk of a dust explosion. Waste code according to Decision 2001/118/EC: 080318 (= toner waste not classified as hazardous waste).				
14. Transport information				
This product is not classified as dangerous substance according to the international transport regulations: IMDG (sea), ADR (road), RID (rail), ICAO/IATA (air).				
15. Regulatory information				
None				
16. Other information				
Complete revision of E-212-a dated September 1997, in accordance with Directive 2001/58/EC.				
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The content of this safety data sheet is subject to the disclaimer of liability (see 'Disclaimer') of this manual.

Safety data sheet Océ Master

MATERIAL SAFETY DATA SHEET (2001/58/EC and ISO 11014-1)	Number E-236-b-UK Date May 2004 Page 1 of 2
---	---

Océ Master, Part Nos. 7133927/1060012192

1. Product and company identification

Product name	Océ Master, Part Nos. 7133927/1060012192
Packing	Cardboard box
Use	Photoconductor for copiers/printers
Company	Océ (UK) Limited
Address	Océ House, Chatham Way, Brentwood, Essex CM14 4D
Telephone	0870 600 5544 (contact product safety coordinator)
Telefax	0870 600 1113

2. Composition / information on ingredients

Ingredients-Name	CAS No./EC No.	EC-Symbol, R-Phrases	Weight %
Polyester film	25038-59-9	none	90-100
Resins	proprietary	none	1-5
Pigments	proprietary	none	1-5
Aluminium	7429-90-5	none	< 1

3. Hazards identification

To our knowledge, with due observance of normal hygiene, the product presents no health hazard in normal use.

4. First aid measures

Eyes contact	Not Applicable (= N.A.)
Skin contact	N.A.
Inhalation	N.A.
Ingestion	N.A.

For any medical advice take along this material safety data sheet.

5. Fire fighting measures

Extinguishing media	Dry chemical, carbon dioxide, water spray (fog), foam
Special fire fighting precautions	N.A.
Hazardous products of decomposition	N.A.

6. Accidental release measures

N.A.

7. Handling and storage

No special technical measures for storage.

8. Exposure controls / personal protection

Room ventilation: see operator manual or safety data sheet for the copier/printer.
 No special technical measures for storage. No personal protective equipment needed.
 No special work hygiene practices needed.

MATERIAL SAFETY DATA SHEET		Number		E-236-b-UK	
(2001/58/EC and ISO 11014-1)		Date		May 2004	
Océ Master, Part Nos. 7133927/1060012192		Page		2 of 2	
9. Physical and chemical properties					
Appearance and odour	dark purple odourless belt		Density (g/cm ³)	approx. 1,4	
Boiling point (°C)	N.A.		Melting point (°C)	N.A.	
Vapour density (air = 1)	N.A.		Evaporation rate (butyl acetate = 1)	N.A.	
Solubility in water	Insoluble		% Volatile	0	
Vapour pressure	N.A.		pH (solution)	N.A.	
Other characteristics	N.A.				
10. Stability and reactivity					
Stability	Stable				
Conditions to avoid	None known				
Materials to avoid	None known				
Hazardous decomposition products	Hazardous decomposition does not occur under normal use conditions.				
11. Toxicological information					
Inhalation	N.A.				
Skin	No adverse health effects are expected. (Based on toxicological literature on the ingredients of this product)				
Eyes	N.A.				
Ingestion	N.A.				
Mutagenicity	No mutagenicity detected in Ames test of similar product. None of the ingredients is listed as mutagenic or carcinogenic.				
12. Ecological information					
This product is not biodegradable.					
The ingredients are not classified as ecologically hazardous. No adverse environmental effects are expected.					
13. Disposal considerations					
With due observance of local laws and regulations, dispose of by burial in a sanitary landfill or incineration.					
14. Transport information					
This product is not classified as dangerous substance according to the international transport regulations: IMDG (sea), ADR (road), RID (rail), ICAO/IATA (air).					
15. Regulatory information					
This product is an article and contains no hazardous substances. Therefore, indications of special risks or safety advice on the packing are not prescribed for this product.					
16. Other information					
Revision of E-236-a dated August 2003, Part No. 1060012192 added in section 1.					
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Appendix C

Miscellaneous

Reader's comment sheet

Questions

- Have you found this manual to be accurate?
- ☐ Yes
 - ☐ No
- Were you able to operate the product, after reading this manual?
- ☐ Yes
 - ☐ No
- Does this manual provide sufficient background information?
- ☐ Yes
 - ☐ No
- Is the format of this manual convenient in size, readability and arrangement (page layout, chapter order, etc.)?
- ☐ Yes
 - ☐ No
- Could you find the information you were looking for?
- ☐ Always
 - ☐ Most of the times
 - ☐ Sometimes
 - ☐ Not at all
- What did you use to find the required information?
- ☐ Table of contents
 - ☐ Index
- Are you satisfied with this manual?
- ☐ Yes
 - ☐ No
- Thank you for evaluating this manual.
If you have other comments or concerns, please explain or suggest improvements overleaf or on a separate sheet.

Comments:

Date:

This reader's comment sheet is completed by:
(If you prefer to remain unknown, please do fill in your occupation)

Name:

Occupation:

Company:

Phone:

Address:

City:

Country:

Please return this sheet to:

Océ-Technologies B.V.
For the attention of ITC User Documentation.
P.O. Box 101,
5900 MA Venlo
The Netherlands

Send your comments by E-mail to: itc-userdoc@oce.com

For the addresses of local Océ organisations see: <http://www.oce.com>

Addresses of local Océ organisations

<p>Océ-Australia Ltd. P.O. Box 363 Ferntree Gully MDC Vic 3165 Australia http://www.oce.com.au/</p>	<p>Océ-Österreich GmbH Postfach 95 1233 Vienna Wienerbergstrasse 11 Vienna Twin Tower 1100 Vienna Austria http://www.oce.at/</p>
<p>Océ-Belgium N.V./S.A. J. Bordetlaan 32 1140 Brussel Belgium http://www.oce.be/</p>	<p>Océ-Brasil Comércio e Indústria Ltda. Av. das Nações Unidas, 11.857 Brooklin Novo São Paulo-SP 04578-000 Brasil http://www.oce-brasil.com.br/</p>
<p>Océ-Canada Inc. 4711 Yonge Street, Suite 1100 Toronto, Ontario M2N 6K8 Canada http://www.oce.ca/</p>	<p>Océ Office Equipment (Beijing) Co., Ltd. Xu Mu Cheng Chaoyang District Beijing 100028 China http://www.oce.com.cn/</p>
<p>Océ-Czech Republic ltd. Hanusova 18 140 21 Praha 4 Czech Republic http://www.oce.cz/</p>	<p>Océ-Danmark a/s Vallensbækvej 45 2605 Brøndby Denmark http://www.oce.dk/</p>
<p>Océ Finland OY Valkjärventie 7 D, PL 3 02130 Espoo Finland http://www.oce.fi/</p>	<p>Océ-France S.A. 32, Avenue du Pavé Neuf 93161 Noisy-le-grand, Cedex France http://www.oce.fr/</p>
<p>Océ-Deutschland GmbH Solinger Straße 5-7 45481 Mülheim/Ruhr Germany http://www.oce.de/</p>	<p>Océ-Hong Kong and China head office 12/F 1202 The Lee Gardens 33 Hysan Avenue Causeway Bay Hong Kong http://www.oce.com.hk/</p>

<p>Océ-Hungaria Kft. 1241 Budapest Pf.: 237 Hungary http://www.oce.hu/</p>	<p>Océ-Ireland Ltd. 3006 Lake Drive Citywest Business Campus Saggart Co. Dublin Ireland http://www.oce.ie/</p>
<p>Océ-Italia S.p.A. Strada Padana Superiore 2/B 20063 Cernusco sul Naviglio (MI) Italia http://www.oce.it/</p>	<p>Océ Japan Corporation 3-25-1, Nishi Shinbashi Minato-Ku Tokyo 105-0003 Japan http://www.ocejapan.co.jp/</p>
<p>Océ-Belgium S.A. Rue Astrid 2/A 1143 Luxembourg-Belair http://www.oce.lu/</p>	<p>Océ Malaysia Sdn. Bhd. #3.01, Level 3, Wisma Academy Lot 4A, Jalan 19/1 46300 Petalig Jaya Selangor Darul Ehsan Malaysia http://www.ocemal.com.my/</p>
<p>Océ-Mexico S.A. de C.V. Prolongación Reforma 1236, 4to Piso Col. Santa Fé, Del. Cuajimalpa C.P. 05348 México, D.F. MÁ©xico http://www.oceusa.com/</p>	<p>Océ-Norge A.S. Postboks 4434 Nydalen Gjerdrums vei 8 0403 Oslo Norway http://www.oce.no/</p>
<p>Océ-Poland Ltd. Sp.z o.o. ul. Bitwy Warszawskiej 1920 r. nr. 7 02-366 Warszawa Poland http://www.oce.com.pl/</p>	<p>Océ-Lima Mayer, S.A. Av. José Gomes Ferreira, 11 Piso 2 - Mi- raflones 1497-139 Algés Portugal http://www.oce.pt/</p>
<p>Océ Singapore Pte Ltd. P.O. Box 1024 MacPherson Road Singapore913410</p>	<p>Océ Printing Systems (PTY) Ltd. P.O.Box 629 Rivonia 2128 South Africa</p>

Océ España SA Business Park Mas Blau Osona, 2 08820 El Prat de Llobregat Barcelona Spain http://www.oce.es/	Océ-Svenska AB Sollentunavägen 84 191 27 Sollentuna Sweden http://www.oce.se/
Océ-Schweiz AG Sägereistrasse 10 CH8152 Glattbrugg Schweiz http://www.oce.ch/	Océ (Thailand) Ltd. B.B. Building 16/Floor 54 Asoke Road Sukhumvit 21 Bangkok 10110 Thailand
Océ-Nederland B.V. P.O.Box 800 5201 AV 's-Hertogenbosch The Netherlands http://www.oce.nl/	Océ (UK) Limited Océ House Chatham Way Brentwood, Essex CM14 4DZ United Kingdom http://www.oce.co.uk/
Océ North America Inc. 100 Oakview Drive Trumbull, CT 06611 USA http://www.oceusa.com/	



Note:
The web site <http://www.oce.com> gives the current addresses of the local Océ organisations and distributors.



Note:
The addresses of local Océ organisations for information about the Wide Format Printing Systems and the Production Printing Systems can be different from the addresses above. Refer to the web site <http://www.oce.com> for the addresses you need.

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